



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, NOVEMBER 12, 2024 – 7:00 PM  
CITY HALL**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
Jeff Wearing – Councilmember  
Laura McCanless – Councilmember  
Mike Ready – Councilmember  
Erik Oliver – Councilmember  
George Holt – Councilmember

**APPOINTED/STAFF PRESENT:**

Bill Andrew – City Manager  
Marcia Brooks – City Clerk/Treasurer  
Mark Anglin – Police Chief  
David Strickland – City Attorney

**OTHERS PRESENT:** Jane Fadeley, Joyce Vodar

1. The meeting was called to order by the Honorable David Eady, Mayor.
2. **Erik Oliver made a motion to accept the agenda for the November 12, 2024 Mayor and Council Regular Meeting. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).** (Attachment A)
3. **Mike Ready made a motion to approve the Consent Agenda. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).** (Attachment B)
4. **Mayor's Report**  
Mayor Eady reminded the Councilmembers of the Work Session on November 18 and the Annual Retreat on November 21. December's Regular Session will be the second Monday, December 9.
5. **Citizen Concerns**  
Jane Fadeley and Joyce Vodar came before the City Council with several questions and concerns each regarding various City matters. These issues will be documented for follow-up by Bill Andrew.
6. **FY 2025 Powerline Tree Trimming** (Attachment C)  
**George Holt made a motion to approve the contract for Burford's Tree, LLC to complete FY 2025 powerline tree trimming for \$50,000. Erik Oliver seconded the motion. The motion was approved unanimously (7/0).**

7. **Resolution to Change Financial Policy (Attachment D)**  
Laura McCanless made a motion to approve the resolution adopting amendments to the City of Oxford Financial Policy as stated. Erik Oliver seconded the motion. The motion was approved unanimously (7/0).
8. **Request to Add Electronic Time Clocks to BS&A Software (Attachment E)**  
Mike Ready made a motion to approve the proposed purchase of two time clocks and project management/annual licensing contract with Andrews Technology. Jeff Wearing seconded the motion. The motion carried (6/1). Jim Windham voted Nay.
9. **Water Fountain Installation in Asbury Street Park (Attachment F)**  
Laura McCanless made a motion to approve the contract with Art Plumbing for \$19,161.51 to install the water fountains at Asbury Street Park. Erik Oliver seconded the motion. The motion was approved unanimously (7/0).
10. **CHIP Grant Application – Grant Writing and Administrative Services (Attachment G)**  
Mike Ready made a motion to approve the contract with Family Community Housing Association, Inc. (FCHA) and Gilbert & Associates to perform grant writing and administrative services for the City's CHIP Grant application. Erik Oliver seconded the motion. The motion was approved unanimously (7/0).
11. **Community Development Block Grant Application for Water Line Replacement (Attachment H)**  
Laura McCanless made a motion to approve the bid from Carter & Sloope to assist the Northeast Georgia Regional Commission in preparing the City's CDBG application for \$6,000. Erik Oliver seconded the motion. The motion was approved unanimously (7/0).
12. **Invoices (Attachment I)**  
The City Council reviewed invoices paid for \$1,000 or more in the month of October 2024.
13. **Executive Session**  
None.
14. **Adjourn**  
Jim Windham made a motion to adjourn at 7:43 p.m. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).

Respectfully Submitted,



Marcia Brooks  
City Clerk/Treasurer

**OXFORD MAYOR AND COUNCIL  
REGULAR SESSION  
NOVEMBER 12, 2024 – 7:00 P.M.  
CITY HALL – 110 W. CLARK ST. OXFORD, GA 30054  
A G E N D A**

1. **Call to Order – Mayor David S. Eady**
2. **Motion to accept the Agenda for the November 12, 2024 Mayor and Council Regular Meeting.**
3. **Consent Agenda:**
  - a. \*Minutes of the Public Hearing on October 24, 2024
  - b. \*Minutes of the City Council Work Session on October 21, 2024
  - c. \*Minutes of the City Council Regular Session on October 7, 2024
4. **Mayor's Report:**
5. **Citizen Concerns**
6. **\*Authorization for Mayor Eady to Sign the Contract for Burford's Tree, LLC for the FY 2025 Powerline Tree Trimming:** The City has \$50,000 available for powerline tree trimming. The bidding for this contract travels under the Covington bidding process.
7. **\*Approval for the Resolution to Change our Financial Policies to add a reference to the General Procurement Standards as Mandated in 2 Code of Federal Regulations (CFR) 200.318-327:** This is a requirement of the Governor's Office of Planning Budget Grant for the "Three Trails Project." 2 CFR 200.318–327 are the procurement standards for non-state entities that are required to comply with federal law and regulations when using federal awards or subawards.
8. **\*Approval of a Request to Add Electronic Time Clocks to our BS&A Software:** Please see the attached memo detailing the request. Staff believes this addition will add efficiency and accuracy to our payment process.
9. **\*Freeze-Resistant Water Fountain Installation in Asbury Street Park:** The Council had elected to change out three of the fountains with an original bid price of \$7,500 from Morningside Plumbing. They had misunderstood the job specifications, and their new price became \$26,700. We also have a quote from Art Plumbing for \$19,161.51. Mr. Reid has confirmed these quotes are still valid. The budget for Parks and Trail Maintenance had \$45,000 budgeted; currently, \$42,012 remains in that account.

- 10. \*City Staff Recommends the Council Authorize the Mayor to Contract with Family Community Housing Association, Inc. (FCHA) and Gilbert & Associates for the Grant Writing and Administrative Services Proposal for the City's Application for Community Home Investment Program (CHIP) funds from the Georgia Department of Community Affairs:** Staff has reviewed the two bids we received for this grant and recommends FCHA and Gilbert & Associates based on their extensive experience and the clarity/reasonableness of their budget. The City would pay \$6,000 for the application submittal and if awarded, \$4,000 for the administration of the grant. The City may apply for up to \$500,000 in grant funds and each house that was rehabilitated would result in a \$7,500 fee per unit. This fee would be paid out of the grant. It is estimated that each rehabilitation would cost approximately \$75,000 and would result in approximately 6 owner-occupied homes being rehabilitated and brought up to code compliance. The scoring sheets for each of the bidders will be available for review at the council meeting.
- 11. \*Authorization for the Mayor to Contract with Carter and Sloope to Assist the Northeast Georgia Regional Commission in Preparing our Community Development Block Grant Application for Water Line Replacement:** Carter & Sloope was our only bid. We received approval from the Georgia Department of Community Affairs to select Carter & Sloope as we met all obligations for advertising the Request for Proposal. Carter & Sloope successfully worked with the City on the Oxford Road Waterline Replacement Project.
- 12. \*Invoices:** Council will review the city's recently paid invoices over \$1,000.
- 13. Executive Session:** An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.
- 14. Adjourn**

\*Attachments



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING**  
**OXFORD CITY HALL**  
**THURSDAY, OCTOBER 24, 2024**  
**PUBLIC HEARING**  
**CITY OF OXFORD COMPREHENSIVE WORK PLAN**  
**DRAFT**

**PRESENT: City Manager Bill Andrew**

**OTHERS PRESENT: Jody Graichen, Northeast Georgia Regional Commission**

The purpose of the public hearing was to obtain comments and questions regarding proposed amendments to the City of Oxford Comprehensive Work Plan (see attached agenda).

The public hearing was called to order at 4:18 pm by Bill Andrew. Bill Andrew called for written and oral comments from the public. Hearing none, he adjourned the meeting at 4:42 pm.

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, OCTOBER 21, 2024 – 6:30 PM  
CITY HALL  
DRAFT**

**ELECTED OFFICIALS PRESENT:**

David Eady - Mayor  
George Holt – Councilmember  
Jim Windham – Councilmember  
Laura McCanless – Councilmember  
Jeff Wearing – Councilmember  
Mike Ready – Councilmember  
Erik Oliver – Councilmember

**STAFF PRESENT:**

Marcia Brooks –City Clerk/Treasurer  
Bill Andrew – City Manager  
Mark Anglin – Police Chief  
Jody Reid – Supervisor of Maintenance and  
Utilities  
David Strickland – City Attorney

**OTHERS PRESENT:** Nick Cole, Caleb Reid

**Agenda (Attachment A)**

**1. Mayor's Announcements**

Listed in agenda.

**2. Committee Reports**

a. **Trees, Parks, and Recreation Board** – No report.

b. **Planning Commission** – No report.

c. **Downtown Development Authority** – No report.

d. **Sustainability Committee** – No report.

**3. Discussion of a Personal Transportation Vehicle Plan (Golf Cart Ordinance) for Oxford (Attachment B)**

The City Councilmembers provided their thoughts on this issue. No decision was made. More time is needed to study this issue.

**4. Contract for Burford's Tree, LLC for FY 2025 Powerline Tree Trimming (Appendix C)**

The City Councilmembers agreed to approve the contract at the November regular session.

**5. Resolution to Change Financial Policies to Add 2 CFR200.318-327 (Appendix D)**

The City Councilmembers agreed to approve the resolution at the November regular session.

**6. Request to Add Electronic Time Clocks to BS&A Software** (Appendix E)

Marcia Brooks, Mark Anglin, and Jody Reid provided input on the benefits of adding this feature. Jim Windham and George Holt did not feel there is a need to spend the funds required. There was consensus among the other City Councilmembers to approve the purchase at the November regular session.

**7. Freeze-Resistant Water Fountain Installation at Asbury Street Park** (Attachment F)

Jody Reid has confirmed that both quotes are still valid. The City Councilmembers agreed to approve the quote from Art Plumbing to install the fountains at the November regular session.

**8. Sign Inventory and Wayfinding Plan** (Attachment G)

Bill Andrew was asked to inquire about a task order from AtkinsRealis for a sign inventory to be brought before the Mayor and City Council at the November regular session.

**9. Other Business** (Attachment H)

Marcia Brooks presented two budget amendments requested by Rushton regarding the FY 2024 audit. The City Councilmembers agreed to approve the amendments at the November regular session.

**10. Work Session Meeting Review**

**11. Executive Session**

None

**12. Adjourn**

Mayor Eady adjourned the meeting at 8:30 p.m.

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING**  
**REGULAR SESSION**  
**MONDAY, OCTOBER 7, 2024 – 7:00 PM**  
**CITY HALL**  
**DRAFT**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
Jeff Wearing – Councilmember  
Laura McCanless – Councilmember  
Mike Ready – Councilmember  
Erik Oliver – Councilmember  
George Holt – Councilmember

**ELECTED OFFICIALS NOT PRESENT:**

Jim Windham – Councilmember

**APPOINTED/STAFF PRESENT:**

Bill Andrew – City Manager  
Marcia Brooks – City Clerk/Treasurer  
Mark Anglin – Police Chief  
David Strickland – City Attorney

**OTHERS PRESENT:** Nick Cole, Drew Garner, Brittany Garner

1. The meeting was called to order by the Honorable David Eady, Mayor.
2. **Jeff Wearing made a motion to accept the agenda for the October 7, 2024 Mayor and Council Regular Meeting. Erik Oliver seconded the motion.**

Discussion:

Erik Oliver requested an amendment to the agenda to include voting to approve the replacement of the fountains in Asbury Street Park.

**Erik Oliver made a motion to include the additional item on the agenda. Jeff Wearing seconded the amended motion. The motion was approved unanimously (6/0).** (Attachment A)

3. **Mike Ready made a motion to approve the Consent Agenda with an amendment to the September work session minutes to reflect that he does recommend a general contractor for the Old Church renovations. Laura McCanless seconded the motion. The motion was approved unanimously (6/0)**
4. **Mayor's Report**
  - Mayor Eady has signed the paving contracts for the FY 2025/FY 2026 paving work schedule and the Whatcoat Street redesign work.



- The next phase of the Emory Street sidewalk work is pending a GDOT permit.
- Chad Peden with Carter & Sloope will be at the November work session to discuss next steps regarding the Turkey Creek sewer line moratorium.
- AtkinsRealis will be brought in soon to explain what is involved in creating a stormwater utility.
- City limit signs are back up.

## 5. Citizen Concerns

- Drew Garner approached the City Council asking for continued consideration of an ordinance to allow golf cart use within city limits.
- Laura McCanless expressed concern about excessive speed on East and West Soule Street and reminded the City Council that the FY 2025 Capital budget includes funds to install new calming devices.

## 6. Resolution to Amend the Fee Schedule for Planning, Development, Review and Inspection (Attachment C)

**Laura McCanless made a motion to approve the fee schedule. Mike Ready seconded the motion. The motion was approved unanimously (6/0).**

## 7. GMEBS Defined Benefit Retirement Plan Restatement – SECOND READING/APPROVAL (Attachment D)

**George Holt made a motion to approve the second reading of the plan restatement. Laura McCanless seconded the motion. The motion was approved unanimously (6/0).**

## 8. Old Church Renovation Proposal and General Contractor's Agreement (Attachment E)

Laura McCanless noted that the work to be done should be referenced as an attachment to the contract, and it should be clearly reflected that the work being approved in the contract does not include phases two and three. David Strickland will add this notation under *Services Provided*. The attachment will include specific items from the scope of work that was been approved by the City Council in a previous meeting.

**Laura McCanless made a motion to approve the renovation proposal and general contractor's agreement with the following amendments: a reference to Exhibit A in *Services Provided* which specifies the scope of work is the interior renovation and deconstruction of the deck with salvage of the associated materials for possible future use by the City. Mike Ready seconded the motion. The motion was approved unanimously (6/0).**

## 9. Asbury Street Park Camera Upgrades Contract and Budget Resolution (Attachment F)

**Laura McCanless made a motion to approve the contract and budget resolution to purchase the cameras from 2023 SPLOST funds. Mike Ready seconded the motion. The motion was approved unanimously (6/0).**

## 10. GEFA Loan Resolution (Attachment G)

**Laura McCanless made a motion to approve the GEFA Loan Resolution. George Holt seconded the motion. The motion was approved unanimously (6/0).**

**11. Contract for Space Planning and A/V Upgrades (Attachment H)**

**Mike Ready made a motion to approve the contract. Jeff Wearing seconded the motion.**

Discussion:

The City Councilmembers discussed details related to the section of the contract for reimbursable costs, and what costs are included in their hourly rates. Also, some specific rates are not included.

**Mike Ready amended his motion to table the approval of the contract until additional information can be obtained and reviewed. George Holt seconded the motion. The motion was approved unanimously (6/0).**

Further discussion was held concerning the details of the contract. David Strickland suggested adding verbiage to the contract stating that additional costs apply to additional work. Any work in addition to what is included in the scope of services will be paid based on hourly rates and reimbursable costs agreed to by both parties.

Erik Oliver recommended striking any reference to additional services. Mayor Eady suggested adding verbiage to the effect that the scope of services and the fees as submitted are being approved.

**Mike Ready made a motion to approve the scope of services for the fee of \$20,000. Erik Oliver seconded the motion. The motion carried with George Holt voting Nay (5/1).**

**11a. Asbury Street Park Fountain Installation**

Bill Andrew advised that the City currently has one bid from Morningside Plumbing for \$26,700. Staff was advised to obtain at least two new bids (three if possible).

**12. Invoices (Attachment I)**

The City Council reviewed invoices paid for \$1,000 or more in the month of August 2024. Laura McCanless asked about the higher costs than in the past for online payment of utility bills. Marcia Brooks will do some research on this.

**13. Executive Session**

None.

**14. Adjourn**

**Jeff Wearing made a motion to adjourn at 8:08 p.m. George Holt seconded the motion. The motion was approved unanimously (6/0).**

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer



## **NON-PERSONAL SERVICES CONTRACT**

### **Independent Service Provider Agreement**

This Agreement is made effective as of this date \_\_\_\_\_ by and between the City of Oxford, 110 West Clark Street, Oxford, Georgia 30054, and Burford's Tree, LLC, 80 Spring Branch Drive, Suite F, Alexandria, Alabama 36250. In this Agreement, the party who is contracting to receive the services shall be referred to as "the City of Oxford", and the party who will be providing the services shall be referred to as "Service Provider".

Therefore, the parties agree as follows:

#### **1. DESCRIPTION OF SERVICES.**

**Provide tree trimming and removal on City of Oxford rights-of-way at the rate of \$5,817.00 per linear mile of right-of-way.**

##### **Pruning objectives:**

- 1. Removed deadwood 2-inch diameter and larger within crown**
- 2. Remove damaged/rubbing branches, mistletoe**
- 3. Clearance pruning along streets as necessary for a minimum 14 ft. road clearance and/or for site visibility.**

**All debris should be chipped and removed from site.**

**All work must be completed and invoiced on or before March 31, 2025**

**2. PAYMENT.** The City of Oxford will pay compensation to Service Provider for the services listed above, not to exceed **\$50,000.00**. Compensation shall be payable upon completion of services of Service Provider and approval by the City of Oxford. Compensation shall be payable the first of the month following the month work was performed.

**NOTE: PLEASE FORWARD ALL INVOICES WITH ACCOMPANYING WAIVER/RELEASE TO MARCIA BROOKS, CITY CLERK/TREASURER WITH THE CITY OF OXFORD, GEORGIA AT THE ADDRESS BELOW:**

The City of Oxford, Georgia  
Oxford City Hall  
110 West Clark Street  
Oxford, GA 30054-2274

**3. WARRANTY.** The standard of care for all professional services performed or furnished by Service Provider under this Agreement will be the skill and care used by members of Service Provider's profession practicing under similar circumstances at the same time and in the same locality. Service Provider makes no warranties, express or implied, under this Agreement or otherwise, in connection with Service Provider's services.

4. **RELATIONSHIP OF PARTIES.** Service Provider is an independent Service Provider and neither Service Provider, Contractors employed by the Service Provider (if any), nor any of their agents are employees of the City of Oxford. Service Provider is responsible for the direction and supervision of its employees and Contractors and shall promptly remove any personnel who are not adhering to the terms of this Agreement. The City of Oxford will **not** provide fringe benefits, including health insurance, paid vacation, overtime, or any other employee benefit for the benefit of Service Provider. The Service Provider shall purchase and maintain insurance for claims covered under General Liability. This insurance shall be written by a company or companies approved by the City of Oxford, and for not less than One Million Dollars, (\$1,000,000.00). Certificates of such insurance shall be filed with the City of Oxford prior to the commencement of the service provided and upon the City of Oxford's request shall name same as an additional insured.

5. **INDEMNITY.** To the fullest extent permitted by law, Service Provider shall indemnify the City of Oxford, its officers, directors, partners, employees, and representatives from and against all losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of Service Provider or Service Provider's officers, directors, members, partners, agents, employees, or subconsultants in the performance of services under this Agreement.

6. **TERM/TERMINATION.** This Agreement shall be effective for a period of **Six (6) Months**, unless the City of Oxford provides 30 days written notice to Contractor prior to the termination of the applicable term.

7. **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Georgia (excluding Choice of Law provisions). In performance of this Agreement, Service Provider will comply with all requirements of applicable state and local law, regulations and ordinances. Service Provider also agrees to abide by all applicable rules and regulations of the City of Oxford.

8. **ENTIRE AGREEMENT.** This agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written.

9. **SEVERABILITY.** If any provisions of this agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**City of Oxford**

By: \_\_\_\_\_  
**David Eady, Mayor**

Attest: \_\_\_\_\_  
**Bill Andrew, City Manager**

Date: \_\_\_\_\_

**Service Provider:**  
Burford's Tree, LLC

By: \_\_\_\_\_

Date: \_\_\_\_\_

## CONDITIONAL WAIVER AND RELEASE UPON PAYMENT

STATE OF GEORGIA  
COUNTY OF NEWTON

The undersigned mechanic and/or materialman has been employed by City of Oxford, Contractor, to furnish all labor, equipment and supplies on property known as City of Oxford rights-of-way which are located in the City of Oxford, County of Newton, State of Georgia, and are owned by City of Oxford and more particularly described as follows:

Trees on rights-of-way owned by the City of Oxford.

Upon the receipt of the sum of \$\_\_\_\_\_ the mechanic and/or material man waives and releases any and all liens or claims of lien it has upon the foregoing described property through the date of \_\_\_\_\_ and excepting those rights and liens that the mechanic and/or materialman might have in any retained amounts, on account of labor or materials, or both, furnished by the undersigned to or on account of said contractor for said building or premises.

Given under hand and seal, this: \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

BY: \_\_\_\_\_

Title/Office: \_\_\_\_\_

Sworn to and subscribed before me,

This: \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

BY: \_\_\_\_\_

Title/Office: \_\_\_\_\_

Sworn to and subscribed before me,

This: \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**UNCONDITIONAL WAIVER  
AND RELEASE UPON FINAL PAYMENT**

**STATE OF GEORGIA  
COUNTY OF NEWTON**

The undersigned mechanic and/or material man has been employed by City of Oxford, Contractor, to furnish all labor and materials on property known as rights-of-way within the City of Oxford, County of Newton, State of Georgia, and are owned by City of Oxford, and more particularly described as follows:

Trees located along rights of way within the City of Oxford.

Upon the receipt of the sum of \$44,000.00 the mechanic and/or material man waives and releases any and all liens or claims of lien or any right against any labor and/or material bond it has upon the foregoing described property.

Given under hand and seal, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

BY: \_\_\_\_\_

Title/Office: \_\_\_\_\_

Sworn to and subscribed before me,

This: \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Notary Public

BY: \_\_\_\_\_

Title/Office: \_\_\_\_\_

Sworn to and subscribed before me,

This: \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Notary Public

**NOTICE: THIS DOCUMENT WAIVES RIGHTS UNCONDITIONALLY  
AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS.  
THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN  
PAID. IF YOU HAVE NOT YET BEEN PAID, USE A CONDITIONAL RELEASE FORM**

**STATE OF GEORGIA  
COUNTY OF NEWTON**

**RESOLUTION**

**ADOPTING FINANCIAL POLICIES, AND TO REPEAL, REVOKE AND SUPERSEDE  
ALL RESOLUTIONS OR ORDINANCES IN CONFLICT**

**WHEREAS**, the Mayor and Council of the City deem it in the best interest of the government and the residents of the City to promulgate certain Financial Policies and further refine other existing ones to guide the administration of the city's financial affairs; and

**WHEREAS**, the Mayor and Council of the City of Oxford have determined that the proper means of adopting such policies is by adopting the following Financial Policies; and

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF OXFORD**, be it ordained by the Mayor and Council of the City of Oxford that the following are adopted as the Financial Policies of the City effective five (5) days after final adoption.

**Section 2. Severability**

If any section, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution, and such remainder shall remain in full force and effect.

**Section 3. Effective Date**

This Resolution shall become effective immediately upon passage.

**SO RESOLVED** this 3<sup>rd</sup> day of November, 2024.

**CITY OF OXFORD**

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**David S. Eady, Mayor**

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**James H. Windham, Council Member**

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**Erik Oliver, Council Member**

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**George R. Holt, Council Member**

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**Laura McCanless, Council Member**

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**Michael Ready, Council Member**

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**Jeff Wearing, Council Member**

**ATTEST:**

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**Marcia Brooks, City Clerk**

**APPROVED AS TO FORM:**

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**C. David Strickland, City Attorney**



## **1. BUDGET - - Requirement of Annual Balanced Budget.**

The City shall operate under an annual balanced budget adopted by resolution and administered in accordance with Chapter 81, Title 36 of the O.C.G.A. A budget resolution is balanced when the sum of estimated net revenues and appropriated fund balances is equal to appropriations. The City also shall adopt and operate under a project-length balanced budget for each capital projects fund. The project-length balanced budget shall be adopted by resolution in the year that the project initially begins and shall appropriate total expenditures for the duration of the capital project.

## **2. Procedures for Adoption of Budget.**

1. By the date established by state law, in such manner and form as may be necessary, and consistent with the City's accounting system, the Mayor shall prepare a proposed budget for the City for the ensuing fiscal year.
2. The proposed budget shall be an estimate of the financial requirements of each department, by fund, for the budget year and shall be in such form and detail, with such supporting information and justifications, as may be prescribed by the Mayor and City Council.
3. No later than 60 days prior to the beginning of the fiscal year, the proposed budget shall be submitted to the Mayor and City Council for review prior to enactment of the Budget Resolution.
4. On the day that the budget is submitted to the Mayor and City Council, a copy of the budget shall be placed in a public location which is convenient to the residents of the City. A copy of the budget shall also be made available, upon request, to the news media.
5. At the time of submission of the budget to the Mayor and City Council, a statement advising the residents of the City of the availability of the budget shall be published in a newspaper of general circulation in the City. The notice shall be published during the week in which the proposed budget is submitted to the governing authority. The statement shall also advise residents that the public hearing will be held at which time any persons wishing to be heard on the budget may appear.
6. At least one week prior to adoption of the Budget Ordinance or Resolution, the Mayor and City Council shall conduct a public hearing, at which time any persons wishing to be heard on the budget may appear.
7. Nothing in this Section shall be deemed to preclude the conduct of further budget hearings if the Mayor and City Council deem such hearings necessary.

## **3. Form and Content of Budget.**

The budget shall be prefaced by a clear general summary of its contents and shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures for the ensuing fiscal year. It shall be so arranged as to show comparative figures for actual and estimated income expenditures of the preceding fiscal year. Separate items shall be included for at least the following:

1. Administration, operation, and maintenance expenses of each department or office of the City, including a breakdown for salaries and wages for each such unit;
2. Interest and debt redemption charges;
3. Proposed capital expenditures, detailed by departments and offices when practicable;
4. Cash deficits of the preceding year;
5. Contingent expenses; and
6. Such reserves as may be deemed advisable by the City Council.

The total of proposed expenditures shall not exceed the total of anticipated revenue.

#### **4. Adoption.**

After the conclusion of the hearing and no later than June 30 of the fiscal year the Mayor and City Council shall adopt a Budget Resolution making appropriations for the fiscal year in such sums as the Mayor and City Council may deem sufficient, whether greater or less than the sums presented in the proposed budget.

#### **5. Budget Message.**

When introduced to the City Council for approval, the budget shall be accompanied by a budget message which shall explain the budget both in fiscal terms and in terms of the work programs. The budget message shall outline the proposed financial policies of the City for the ensuing fiscal year; describe the important features of the budget; indicate any major changes from the current year in financial policies, expenditures, and the revenues, together with the reasons for such change; summarize the City's debt position; and include such other material as will provide a complete synopsis of the financial condition of the City.

#### **6. Amendments.**

The City Council may amend the budget as it deems necessary during the fiscal year as follows:

1. Additions and subtractions from the original budget shall be equal so that the overall budget shall remain balanced as between revenues and expenditures; and
2. The amendment shall be by Resolution.

#### **7. Audit Required.**

1. Annual Audit. The Mayor and City Council shall provide for and cause to be made an annual audit of the financial affairs and transactions of all funds and activities of the City for each fiscal year.
2. Audit Performed Before Years End. At the option of the Mayor and City Council, an audit may be made at a lesser interval than one year.

## **8. Conduct of Audit.**

The audit of the City shall be conducted in accordance with generally accepted auditing standards. Each audit shall also contain a statement of any agreement or arrangement under which the City has assumed any actual or potential liability for the obligations of any governmental or private agency, authority, or instrumentality. Such statement shall include the purpose of the agreement or arrangement, shall identify the agency, authority, or instrumentality upon whose obligations the City is or may become liable, and shall state the amount of actual liability and the maximum amount of potential liability of the City under the agreement or arrangement.

## **9. Contents of Audit Reports.**

The audit report shall include the auditor's unqualified opinion upon the presentation of the financial position and the result of the operations of the governmental unit or office which is audited. If the auditor is unable to express an unqualified opinion, he shall so state and shall further detail the reasons for qualification or disclaimer of opinion.

## **10. Forwarding Audit to State Auditor.**

The annual audit report shall be completed, and a copy of the report forwarded to the state auditor within one hundred eighty (180) days after the close of the fiscal year. In addition to the audit report, the city shall forward to the state auditor, within 30 days after the audit report due date, written comments on the findings and recommendations in the report, including a plan for corrective action taken or planned and comments on the status of corrective action taken on prior findings. If corrective action is not necessary, the written comments should include a statement describing the reason it is not.

## **11. Public Inspection of Audit.**

A copy of the report and of any comments made by the state auditor shall be maintained as a public record for public inspection during regular working hours in the City Clerk's office.

## **12. Annual Report Submitted to the Department of Community Affairs.**

The City shall submit an annual report of local government finances to the state Department of Community Affairs. The report shall include the revenues, expenditures, assets, and debts of all funds and agencies of the City, and other such information requested by the department.

## **13. Capital Program.**

A five-year capital program shall be submitted to the City Council at the same time that the budget and budget message are introduced for approval. Such capital program shall include:

1. A clear general summary of its contents;
2. A list of all capital improvements which are proposed to be undertaken for the five fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements; and
3. Cost estimates, method of financing, and recommended time schedules for each such improvements.

The above information may be revised and extended each year with regard to capital improvements still pending or in the process of construction or acquisition.

#### **14. Transfer of Appropriations.**

During the fiscal year the City Council may, by Resolution, transfer part of or all of any unencumbered appropriation balance from one department, office, fund, to another. During the fiscal year, the City Manager may transfer part or all of any unencumbered appropriation balance among line items within the budget of each department. Neither the City Council nor the City Manager may reduce or transfer any appropriation for debt service.

#### **15. Emergency Appropriations.**

Notwithstanding any other provision of this policy, the City Council may make emergency appropriations after the adoption of a budget, for a purpose which was not foreseen at the time of the adoption thereof, or for which adequate provision was not made therein. Such an appropriation shall be made only to meet a public emergency as defined as a threat to life or property, or an unforeseen situation that curtails or greatly diminishes an essential service as determined by the Mayor and Council and shall be made only out of actual unappropriated revenues or surplus. If there is no surplus, then temporary borrowing in notes may be made, provided that any such borrowed amounts are included as an appropriation in the next succeeding year's budget.

#### **16. Lapse of Appropriations.**

Every appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the next succeeding year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned.

#### **17. Uniform Chart of Accounts.**

The municipality shall adopt and use the Uniform Chart of Accounts developed by the state Department of Community Affairs.

## **18. PURCHASING POLICY - - Intent.**

The purpose of this policy is to provide guidance for the procurement of goods and services in compliance with procurement provisions of the City and the State of Georgia. The goal of this policy is to establish, foster, and maintain the following principles:

1. To consider the best interest of the City in all transactions;
2. To purchase without prejudice, seeking to obtain the maximum value for each dollar expenditure with maximum quality standards;
3. To subscribe to and work for honesty and truth in buying.
4. **The City Shall follow all general procurement standards as mandated in 2 CFR 200.318-327.**

## **19. Vendors.**

The City will make every effort to obtain high quality goods and services at the best possible price. All procurement procedures will be conducted in a fair and impartial manner with avoidance of any impropriety. All qualified vendors have access to City business. No bidder will be arbitrarily or capriciously excluded. It is the intent of the City that competition be sought to the greatest practical degree. The conditions of the contract shall be made clear in advance of the competition. Specifications shall reflect the needs of the City.

1. Solicitation of Vendors and Submission of Bids. When a purchase for a single good is expected to exceed \$10,000.00 competition is required to the extent that it exists. Each department must attempt to obtain a minimum of three written bids from different sources. If three sources are not possible, the seeker of the bid must attempt to obtain as many vendors as possible. The department head shall document the competitive bidding process with records of the vendor and bids received.
2. Interest of City Officials in Expenditure of Public Funds. No official of the City will be interested directly or indirectly in any transaction with, sale to, work for, or contract of the City or any department of government or service involving the expenditure of public funds in violation of the City's "Ethics Ordinance". The City shall not use a vendor who is a member of the immediate family of the Mayor or Council, City Attorney, department head, City Manager, or City Clerk. The City shall not use a vendor for services in an operating department who is a member of the immediate family of an employee of that operating department.
3. Request for Proposal. Whenever appropriate, a Request for Proposal (RFP) process will be used for procuring products and services. The RFP should specify the service, evaluation criteria, and terms and conditions required by the City. Large purchases (over \$100,000) shall be advertised in the legal organ and other venues as time and advertising funds allow.
4. Award of Bids. Bids are awarded to the lowest responsive and responsible bidder. A responsive bid is one that conforms in all material respects to the need of the City. Responsible means a bidder who has the capability to perform the requirements.

5. Local Bidder Preference. If all other relevant factors are met, each department is authorized to negotiate with and select a local vendor if the local vendor's bid is within ten percent 10% of the lowest offer. A business license from Newton County or one of its municipalities is required to qualify as a local vendor.
6. Equal Opportunity. The City will provide an equal opportunity for all businesses to participate in City contracts regardless of sex, race, color, religion, national origin, political affiliation, age, handicapped status, sexual orientation, sexual preference, or transgender status. The City will actively seek to ensure that minority owned and operated firms have the opportunity to participate in the purchasing process, including, bidding, negotiations and contract awards. The City will not knowingly conduct business with contractors that discriminate or permit discrimination against persons because of sex, race, religion, national origin, political affiliation, age, handicapped status, sexual orientation, sexual preference, or transgender status.
7. Ineligible Vendors. Any person, firm, or corporation who is in arrears to the City for taxes, or otherwise, is not qualified to bid on any purchase until their lien to the City has been cleared. No requisition will be approved for such vendors.
8. Contracts of other local governments. The City is authorized to use contracts and contract prices issued by other local governments when it is to the advantage of the City to do so.
9. State Contracts. The City is authorized to use state contracts in lieu of issuing bids to vendors or buying locally when it is to the economic advantage of the City or deemed appropriate by the Mayor and Council. The state contract price may be used to establish the maximum price for a good or service. Contracts negotiated and awarded by the Electric Cities of Georgia shall be considered state contracts within the context of this policy.
10. Back-up Policy and Emergency Purchases. The City will strive to decrease dependency on single-source vendors in order to achieve maximum efficiency in its purchases. When feasible, each department will have back-up vendors for each recurring or large purchase. In cases of emergency, a contract may be awarded without competitive bidding (i.e. by informal quotes). An emergency is defined as a threat to life or property, or an unforeseen situation that curtails or greatly diminishes an essential service as determined by the Mayor and Council. In the event of an emergency, the City Clerk shall be notified as soon as possible.

## **20. Purchase Order or Contractor Agreement.**

The following is the established City procedure for use of purchase orders or contractor agreements:

1. The item or service must be required for City use and sufficient funds available in the approved budget to cover the cost of the item or service;
2. Purchase orders or contractor proposals may be initiated by the City Manager, City Clerk, or a department head;
3. Contractor agreements are to be prepared by the City Clerk and forwarded to the authorized persons under the established guidelines of the approval procedure listed in the next section.

4. Following approval, the purchase order or contractor agreement will be forwarded to the vendor or contractor.
5. The department head receiving the goods or services is responsible for confirming that the purchase or work accurately reflects the goods or services ordered.
6. After confirmation that goods are accurately received, or contractors work is complete, invoices, purchase orders and packing slips, or contracts are submitted to the City Clerk for payment.
7. The City Clerk or his designee will prepare payment for all approved invoices or contracts.

## **21. Approval Procedure.**

1. Department heads and the City Manager shall have the authority to purchase individual goods or services costing \$500 (five hundred dollars) or less each as long as costs remain within the approved budget. The Department Head or the City Manager will determine if more than one quote is needed.
2. Two oral or written quotes are required for purchases over \$500 (five hundred dollars) and less than \$2,500 (two thousand five hundred dollars) each as long as cost remains within the approved budget and the purchase is approved by the City Manager.
3. Two written quotes are required for purchases over \$2,500 (two thousand five hundred dollars) and less than \$10,000 (ten thousand dollars) each as long as cost remains within the approved budget and the purchase is approved by the City Manager.
4. Three competitive written bids are required for purchases over \$10,000 (ten thousand dollars) and the purchase must be approved by the Mayor and City Council.

Exemptions: Routine operational expenses or prior approved expense items are exempt from this Section. The City Clerk shall monitor operational expenses and report to the Mayor and Council any and all invoices that may be considered to be in question. Routine operational expenses include: payroll, membership dues, employees retirement and health insurance, uniform expense, electric and water purchases, landfill tipping fees, natural gas, communication expenses, and long-term debt payments.

## **22. Issuance of Checks - When Countersigning Required.**

All checks issued on the City treasury shall be signed as follows:

1. Less than \$10,000: Any two of the following; the Mayor, Mayor Pro Tem, City Manager, City Clerk, or Deputy City Clerk shall have the authority to sign any check issued on the City treasury in a total amount of less than \$10,000 (ten thousand dollars) each as long as costs remain within the approved budget. Purchases for a single item or contract shall not be subdivided such that individual checks are less than \$10,000 though the total expended exceeds same; and,
2. Over \$10,000: Two signatures shall be required as follows; (a) the Mayor or Mayor Pro tem, and (b) City Manager or City Clerk or Deputy City Clerk together shall have the authority to sign any other check by countersignatures issued on the City treasury in a

total amount of \$10,000.00 and excess so long as costs remain within the approved budget.

### **23. Petty Cash.**

Petty cash is used to make small cash disbursements for those purchases that must be made quickly and without prior notice on a contingency basis. Petty cash is incurred as an expense for each department. The petty cash account must be replenished by the General Fund Cash Account and allocations made to the appropriate departments.

The following is the City's policy on petty cash distributions:

1. Under \$50.00. Cash is distributed at the department level with the City Clerk's or designee approval.
2. A receipt must be submitted for reimbursement.

### **24. City credit card.**

1. The Mayor and Council shall authorize issuance of City credit cards. The credit card is to be used for City business only to purchase goods, services, or for specific expenditures incurred under approved conditions. The cardholder is the only person authorized use of the credit card. The City Clerk shall be responsible for the credit cards and shall issue the cards as necessary.
2. The credit card holder is responsible for documentation and safekeeping of the credit card during the employee's issuance. A receipt for each transaction must be obtained by the employee when a purchase is made using the City credit card. This receipt shall be dated and a description of the service or item purchased and account codes shall be written on every receipt. The receipts are to be given to the City Clerk when the credit card is returned for safekeeping.

### **25. REVENUE POLICY - Characteristics.**

The City shall strive for the following characteristics in its revenue structure:

1. Equity. The City shall make every effort to maintain equity in its revenue system. The City shall seek to minimize subsidization between entities, funds, service, customer classes, and utilities.
2. Adequacy. The City shall require that a balance in the revenue system be achieved. The revenue structure shall have the characteristics of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay.
3. Administration. The benefits of a revenue source shall exceed the cost of levying and collecting that revenue. The price of collection shall be reviewed periodically for effectiveness.
4. Diversification and Stability. The City shall maintain a diversified and stable revenue structure. The revenue mix shall combine elastic and inelastic revenue sources to minimize the effect of economic downturns.



5. Conservative Estimates. Revenues will be estimated realistically and prudently. Revenues of a volatile nature will be estimated conservatively. Conservative revenue estimates based on prior year collections may be used for revenue projections.
6. Aggressive Collection Policy. The City shall follow an aggressive policy of collection revenues. As a last resort, real property will be sold to satisfy non-payment of property taxes.

## **26. Issues.**

The following considerations and issues will guide the City in its revenue policies concerning specific sources of funds:

1. Non-recurring Revenues. One-time or non-recurring revenues shall not be used to finance current ongoing operations. Non-recurring revenues should be used only for non-recurring expenditures.
2. Property Tax Revenues. All real and business personal property located within the City shall be valued at forty percent (40%) of the fair market value for any given year based on the current appraisal supplied to the City by the county Board of Tax Assessors.
3. User-based Fees and Service Charges. For services associated with a user fee or charge, the direct and indirect costs of that service shall be offset by a fee where possible. There will be an annual review of fees and charges to ensure that the fees provide adequate coverage of cost. The Mayor and Council shall set schedules of fees and charges.
4. Intergovernmental Revenues (Federal/State/Local). These revenue sources will be expended only for the intended purpose of grant aid. Operational requirements set up as a result of a grant or aid could be discontinued once the term and conditions of the project have terminated.
5. Revenue Monitoring. Revenues received shall be compared to budgeted revenues. Significant variances will be investigated by the Mayor and Council or its designee.

## **27. DEBT POLICY - Policy Statement.**

The City recognizes that to maintain flexibility in responding to changing service priorities, revenue inflows, and cost structures, a debt management strategy is required. The City strives to balance service demands and the amount of debt incurred. The City realizes that failure to meet the demands of growth may inhibit its continued economic viability, but also realizes that too much debt may have detrimental effects as well. The goal of the City's debt policy is to maintain a sound fiscal position and to protect the credit rating of the City. When the City utilizes debt financing, it will ensure the debt is financed soundly and conservatively.

## **28. Conditions for Using Debt.**

Debt financing of capital improvements and equipment will be done only when one or more of the following four conditions exist:

1. When non-continuous projects (those not requiring continuous annual appropriations) are desired:

2. When it can be determined that future users will receive a benefit from the improvement;
3. When it is necessary to provide basic services to residents and taxpayers;
4. When total debt, including that issued by overlapping government entities, does not constitute an unreasonable burden to residents and taxpayers.

## **29. Sound Financing of Debt.**

When the City utilizes debt financing, it will ensure that the debt is soundly financed by:

1. Taking a prudent and cautious stance toward debt, incurring debt only when necessary;
2. Conservatively projecting the revenue sources that will be used to pay the debt;
3. Insuring that the term of any long-term debt incurred by the City shall not exceed the expected useful life of the asset for which the debt is incurred and shall be limited to capital improvements only;
4. Determining that the benefits of the improvement exceed the costs, including interest costs;
5. Maintaining a debt service coverage ratio which ensures that combined debt service requirements will not exceed revenues pledged for the payment of debt;
6. Analyzing the impact of debt service on total annual fixed costs before bonded long-term debt is issued.

## **30. CAPITAL ASSETS POLICY - - Fixed Asset Criteria.**

A fixed asset is defined as a financial resource meeting all of the following criteria:

1. It is tangible in nature.
2. It has a useful life of greater than one year.
3. It is not a repair part or supply item.
4. It has a value equal to, or greater than, the capitalization threshold of five thousand dollars (\$5,000.00.)

## **31. General Policy.**

1. Each department head is responsible for the proper recording, acquisition, transfer, and disposal of all assets within his department. City property may not be acquired, transferred, or disposed of without providing proper documentation.
2. Recording of Fixed Assets. Unless otherwise approved by the City Clerk, all recordable fixed assets must be recorded within 30 calendar days after receipt and acceptance of the asset. Assets will be capitalized at acquisition cost, including expenses incurred in preparing the asset for use. Donated assets shall be recorded at fair market value as determined by the department head. The City will recognize acquisition costs based on individual unit prices. Assets should not be grouped. For equipment purchases, title is considered to pass at the date the equipment is received. Similarly, for donated assets, title is considered to pass when the asset is available for the agency's use and when the agency assumes responsibility for maintaining the asset. Constructed assets are transferred from the construction in progress account to the related building,

improvements other than buildings, or equipment accounts when they become operational.

3. Acquisition of Fixed Assets. There are various methods by which assets can be acquired. The asset acquisition method determines the basis for valuing the asset. Fixed assets may be acquired in the following ways:

- A. New purchases;
- B. Donations;
- C. Transfers from other City departments;
- D. City surplus;
- E. Internal/external construction;
- F. Lease purchases;
- G. Trade-in.
- H. Forfeiture or condemnation

4. Lease Purchases. Assets may be lease-purchased through installment purchases (an agreement in which title passes to the department) or through lease financing arrangements (an agreement in which title may or may not pass). Departments considering a lease purchase for greater than \$10,000.00 and other than from an established, City-approved contract, must have approval of the Mayor and Council.
5. Transfer of Fixed Assets. An asset transfer between departments usually represents the sale of an item by one department to another and may be treated as a new purchase. A transfer between related departments under the same control (Police and Fire, for example) may, if desired, be treated as a transfer rather than a sale. That is, the asset is recorded under the new department with original acquired data and funding amount.
6. Sale of Fixed Assets. Sale of fixed assets by the City must be to the highest, responsible bidder and must be conducted by sealed bid, by auction, or on-line bid service. The sale must be publicized in accordance with state laws.
7. Disposal of Fixed Assets. When an asset is disposed of, its value is removed from the financial balances reported and from inventory reports; however, the asset record, including disposal information, remains on the master file for three years, in the City Clerk's Office, after which time it is purged from the system according to general accepted accounting principles. A disposal action is appropriate only when certain conditions occur resulting in an asset no longer being in the possession of the agency. Assets no longer in use, which remain in the possession of the department, are considered surplus property and not a disposal. Fixed assets may be disposed of in any one of six ways:

- A. Sale or trade-in;
- B. Abandonment/retirement;
- C. Lost or stolen;
- D. Transfer;
- E. Cannibalization (taking parts and employing them for like uses within the department, such as is: often the practice in computer or vehicle maintenance);
- F. Casualty loss.

Only when the asset is no longer in possession of the department, due to one of the six reasons listed above, is disposal action appropriate. Assets are "abandoned" or "retired" when there is no longer any use for them in the department; they are of no use to any other City department; or they cannot be repaired, transferred, cannibalized, sold, or traded-in. Stolen items must be reported to the Oxford Police Department and a police report filed. A copy of this report must accompany the disposal record. Casualty losses must be documented within 24 hours of loss and reported to the City Clerk immediately for follow-up with the City's insurance carrier. Cannibalized items are considered surplus and are disposed of by noting cannibalization on the disposal record. Departments will send documentation of items cannibalized to the City Clerk's Office, and all remaining costs and accumulated depreciation will be removed from appropriate asset accounts in the general fixed asset fund. All assets no longer in the possession of the department, due to one of these six qualifying conditions and after submission of all appropriate documentation to the City Clerk's Office, will be removed from the master departmental asset file and considered disposed. Department management is responsible for reviewing disposal reports, evaluating causes and trends leading to disposals, and implementing procedures to more effectively manage and control disposals when the dispositions represent problems, inefficiencies, or the incurrence of unnecessary cost.

8. Physical Inventory. An annual physical inventory of all fixed assets will be performed each January by the department heads. A full report of the results of the inventory will be sent to the City Clerk.

### **32. INVESTMENT POLICY - - Scope.**

This investment policy applies to all funds under the City's control; excluding the City's pension funds, which are invested at the direction of the City Employees' Retirement System.

### **33. Objectives.**

The following investment objectives shall be met with this policy:

1. Safety. Preservation of principal shall always be the foremost objective in any investment transaction involving City funds. Those investing funds on the City's behalf must first ensure that capital losses are avoided by limiting credit and interest risk.
2. Liquidity. The second objective shall be the maintenance of sufficient liquidity within the investment portfolio. The City's investment portfolio shall be structured such that securities mature at the time when cash is needed to meet anticipated demands. Additionally, since all possible cash demands cannot be anticipated, the portfolio should maintain some securities with active secondary or resale markets.
3. Return on Investment. The third objective shall be the realization of competitive investment rates, relative to the risk being assumed. However, yield on the City's investment portfolio is of secondary importance compared to the safety and liquidity objectives described above.

### **34. Delegation of Authority.**

The overall management of the investment program is the responsibility of the Mayor and Council. Responsibility for the daily investment activities will be assigned to the City Clerk. Responsibilities to fulfill this authority include: opening accounts with banks, brokers, and dealers; arranging for the safekeeping of securities; and executing necessary documents. A system of internal controls over investments will be established and approved by the City's independent auditors. The controls are designed to prevent losses of public funds arising from fraud, error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent action by staff and City officials. No person may engage in an investment transaction except as provided for under the terms of the policy.

### **35. Authorized Investments.**

All investment activity is required to be in compliance with Chapter 83 of Title 36 of the Official Code of Georgia, which establishes guidelines for local government investment procedures. The City may invest funds subject to its control and jurisdiction in the following:

1. Certificates of Deposit (CD's) issued by banks insured by the Federal Deposit Insurance Corporation (FDIC). Deposits in excess of FDIC coverage must be collateralized by securities with a market value equal to at least one hundred ten percent (110%) of the deposit. Only those securities described in Georgia Code 50-17-59 can be pledged as collateral;
2. Certificates of Deposit of (CD's) issued by savings and loans associations issued by the Federal Savings and Loan Insurance Corporation (FSLIC). Deposits in excess of the FSLIC coverage must be collateralized by securities equal to at least one hundred ten percent (110%) of the deposit. Only those securities described in Georgia Code 50-17-59 can be pledged as collateral;
3. Obligations issued by the United States Government;
4. Obligations fully insured or guaranteed by the United States Government or a United States Government Agency;
5. Obligation of any corporation of the United States Government;
6. Obligation of the State of Georgia or of other states;
7. Obligation of other political subdivisions of the State of Georgia;
8. The local government investment pool of the State of Georgia managed by the State Department of Administrative Services, Fiscal Division;
9. Repurchase Agreements (REPO's) issued by commercial banks insured by the FDIC and collateralized by securities described in Georgia Code 50-17-59 with a market value equal to at least one hundred three percent (103%) of the Repurchase Agreements' maturity value;
10. Repurchase Agreements (REPS's) issued by primary dealers supervised by the Federal Reserve Bank of New York and collateralized by securities described in Georgia Code 50-17-59 with a market value of at least one hundred three percent (103%) of the repurchase agreements' maturity value; and
11. Prime Banker's Acceptances.

### **36. Prudence.**

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Under the "prudent person" standard, investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable revenue to be gained. The City Clerk and all designees acting in accordance with 1) written procedures, 2) this investment policy, and 3) exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse development.

### **37. Diversification.**

The City agrees with the premise that diversification is an important component of portfolio security. Therefore, the City shall endeavor to maintain an adequate level of diversification among its investments. The City shall not be over invested in any one type of instrument or financial institution. This limitation shall not apply to the Local Government Investment pool or direct obligations of the United States Government.

### **38. Maturities.**

To achieve the aforementioned objective of adequate liquidity within City's portfolio, the City shall attempt to match investment maturities with anticipated cash flow requirements. Unless matched to a specific cash flow, the maximum maturity of any instrument in the City's portfolio may not exceed two years from the date of acquisition by the City. The maturity of non-negotiable time deposits may not exceed one year.

### **39. Ethics and Conflicts of Interest.**

Officers and employees involved in the investment process will refrain from personal business activity that would conflict with proper execution of the investment program, or which would impair their ability to make impartial investment decisions. Employees and investment official will disclose to the Mayor and Council any material financial interest in financial institutions that conduct business with the City, and they will further disclose any large personal financial/investment positions that would be related to the performance of the City's portfolio. Employees and investment officials will subordinate their personal investment transactions to those of the City-particularly with regard to the time of purchases and sales.

### **40. Relationships with Banks and Brokers.**

The City will select depositories through the City's banking services procurement process-including formal requests for proposals issued as needed. In selecting depositories, objective business criteria will be used. To the extent possible, preference will be given to depositories

located within the county. The creditworthiness of the institutions will be a fundamental consideration.

#### **41. Report on Deposits and Investments.**

The City Clerk, or his designees, will seek to achieve a market average rate of return on the City's portfolio. Given the special safety and liquidity needs of the City, the basis used to determine whether market yields are being achieved shall be the six month Treasury Bill.

#### **42. GRANT POLICY - - Scope.**

The purpose of this policy is to provide direction in the application, acceptance and administration of funds awarded through grants to the City from other local governments, the state or federal government, non-profit agencies, philanthropic organizations and the private sector.

#### **43. Application and Acceptance of Grants.**

1. The Mayor and Council must approve the application for and acceptance of any grants.
2. The City will assess the merits of a particular program as if it were funded with local tax dollars. No grant will be accepted that will incur management and reporting costs greater than the grant amount.

#### **44. Grant Administration.**

Each department must notify the City Clerk upon the approval of any grant. Prior to the receipt or expenditure of grant revenues, the City Clerk must be provided with the following information prior to receiving grant revenues or making purchases against the grant:

- A. Copy of grant application;
- B. Notification of grant award;
- C. Financial reporting and accounting requirements including separate account codes or bank accounts;
- D. Schedule of grant payments.

#### **45. IDENTITY THEFT PREVENTION PROGRAM POLICY - - Purpose.**

The purpose of this Article is to comply with 16 CFR § 681.2 in order to detect, prevent and mitigate identity theft by identifying and detecting identity theft red flags and by responding to such red flags in a manner that will prevent identity theft.

#### **46. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- a) *Covered account* means An account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions, such as a credit card account, mortgage loan, automobile loan, margin account, cell phone account, utility account, checking account, or savings account; and Any other account that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation, or litigation risks.
- b) *Credit* means the right granted by a creditor to a debtor to defer payment of debt or to incur debts and defer its payment or to purchase property or services and defer payment therefore.
- c) *Creditor* means any person who regularly extends, renews, or continues credit; any person who regularly arranges for the extension, renewal, or continuation of credit; or any assignee of an original creditor who participates in the decision to extend, renew, or continue credit and includes utility companies and telecommunications companies.
- d) *Customer* means a person that has a covered account with a creditor.
- e) *Identity theft* means a fraud committed or attempted using identifying information of another person without authority.
- f) *Person* means a natural person, a corporation, government or governmental subdivision or agency, trust, estate, partnership, cooperative, or association.
- g) *Personal Identifying Information* means a person's credit card account information, debit card information bank account information and drivers' license information and for a natural person includes their social security number, mother's birth name, and date of birth.
- h) *Red flag* means a pattern, practice, or specific activity that indicates the possible existence of identity theft.
- i) *Service provider* means a person that provides a service directly to the city.

#### **47. Findings.**

The city is a creditor pursuant to 16 CFR § 681.2 due to its provision or maintenance of covered accounts for which payment is made in arrears. Covered accounts offered to customers for the provision of city services include water, sewer, solid waste collection and electrical services. The city's previous experience with identity theft related to covered accounts is as follows: utility customers attempting to present forged/altered identification documents; customers' use of stolen or fraudulent social security numbers/cards; notification by customers that they are not receiving statements at their correct mailing address, etc.

The processes of opening a new covered account, accessing a covered account, restoring or modifying an existing covered account, making payments on such accounts, and an existing covered account, have been identified as potential processes in which identity theft could occur. The city limits access to personal identifying information to those employees responsible for or otherwise involved in opening or restoring covered accounts or accepting payment for use of covered accounts. Information provided to such employees is entered directly into the city's computer system and is not otherwise recorded.



The city determines that there is a moderate to high risk of identity theft occurring in the following ways:

- a) Use by an applicant of another person's personal identifying information to establish a new covered account;
- b) Use of a previous customer's personal identifying information by another person in an effort to have service restored in the previous customer's name;
- c) Use of another person's credit card, bank account, or other method of payment by a customer to pay such customer's covered account or accounts; and
- d) Use by a customer desiring to restore such customer's covered account of another person's credit card, bank account, or other method of payment.

#### **48. Process of establishing a covered account.**

As a precondition to opening a covered account in the city, each applicant shall provide the city with personal identifying information of the customer, i.e. a valid government issued identification card containing a photograph of the customer or, for customers who are not natural persons, a photograph of the customer's agent opening the account. Such applicant shall also provide any information necessary for the department providing the service for which the covered account is created to access the applicant's consumer credit report. Such information shall be entered directly into the city's computer system and shall not otherwise be recorded.

Each account shall be assigned an account number and personal identification number (PIN) which shall be unique to that account. The city may utilize computer software to randomly generate assigned PINs and to encrypt account numbers and PINs.

#### **49. Access to covered account information.**

Access to customer accounts shall be password protected and shall be limited to authorized city personnel. Such passwords shall be changed by the city clerk, or Assistant city clerk (by designation) on a regular basis, shall be at least 8 characters in length and shall contain letters, numbers and symbols. Any unauthorized access to or other breach of customer accounts is to be reported immediately to the city manager and the password changed immediately. Personal identifying information included in customer accounts is considered confidential and any request or demand for such information shall be immediately forwarded to the city manager and the city Attorney.

#### **50. Credit Card Payments.**

In the event that credit card payments that are made over the internet are processed through a third party service provider, such third party service provider shall certify that it has an adequate identity theft prevention program in place that is applicable to such payments. All credit card payments made over the telephone or the city's website shall be entered directly into the customer's account information in the computer data base. Account statements and receipts for

covered accounts shall include only the last four digits of the credit or debit card or the bank account used for payment of the covered account.

### **51. Sources and types of red flags.**

All employees responsible for or involved in the process of opening a covered account, restoring a covered account or accepting payment for a covered account shall check for red flags as indicators of possible identity theft and such red flags may include:

- a. Alerts from consumer reporting agencies, fraud detection agencies or service providers. Examples of alerts include but are not limited to:
  - i. A fraud or active duty alert that is included with a consumer report;
  - ii. A notice of credit freeze in response to a request for a consumer report;
  - iii. A notice of address discrepancy provided by a consumer reporting agency;
  - iv. Indications of a pattern of activity in a consumer report that is inconsistent with the history and usual pattern of activity of an applicant or customer, such as:
    - 1. A recent and significant increase in the volume of inquiries;
    - 2. An unusual number of recently established credit relationships;
    - 3. A material change in the use of credit, especially with respect to recently established credit relationships; or
    - 4. An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.
- b. Suspicious documents. Examples of suspicious documents include:
  - i. Documents provided for identification that appear to be altered or forged;
  - ii. Identification on which the photograph or physical description is inconsistent with the appearance of the applicant or customer;
  - iii. Identification on which the information is inconsistent with information provided by the applicant or customer;
  - iv. Identification on which the information is inconsistent with readily accessible information that is on file with the financial institution or creditor, such as a signature card or a recent check; or
  - v. An application that appears to have been altered or forged, or appears to have been destroyed and reassembled.
- c. Suspicious personal identification, such as suspicious address change. Examples of suspicious identifying information include:
  - i. Personal identifying information that is inconsistent with external information sources used by the financial institution or creditor. For example:
    - 1. The address does not match any address in the consumer report; or
    - 2. The Social Security Number (SSN) has not been issued, or is listed on the Social Security Administration's Death Master File.
  - ii. Personal identifying information provided by the customer is not consistent with other personal identifying information provided by the customer, such as a lack of correlation between the SSN range and date of birth.
  - iii. Personal identifying information or a phone number or address, is associated with known fraudulent applications or activities as indicated by internal or third-party sources used by the financial institution or creditor.

- iv. Other information provided, such as fictitious mailing address, mail drop addresses, jail addresses, invalid phone numbers, pager numbers or answering services, is associated with fraudulent activity.
- v. The SSN provided is the same as that submitted by other applicants or customers.
- vi. The address or telephone number provided is the same as or similar to the account number or telephone number submitted by an unusually large number of applicants or customers.
- vii. The applicant or customer fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
- viii. Personal identifying information is not consistent with personal identifying information that is on file with the financial institution or creditor.
- ix. The applicant or customer cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.
- d. Unusual use of or suspicious activity relating to a covered account. Examples of suspicious activity include:
  - i. Shortly following the notice of a change of address for an account, city receives a request for the addition of authorized users on the account.
  - ii. A new revolving credit account is used in a manner commonly associated with known patterns of fraud patterns. For example:
    - 1. The customer fails to make the first payment or makes an initial payment but no subsequent payments.
    - 2. An account is used in a manner that is not consistent with established patterns of activity on the account. There is, for example:
      - a. Nonpayment when there is no history of late or missed payments;
      - b. A material change in purchasing or spending patterns;
      - c. An account that has been inactive for a long period of time is used, taking into consideration the type of account, the expected pattern of usage and other relevant factors.
  - iii. Mail sent to the customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer's account.
  - iv. The city is notified that the customer is not receiving paper account statements.
  - v. The city is notified of unauthorized charges or transactions in connection with a customer's account.
  - vi. The city is notified by a customer, law enforcement or another person that it has opened a fraudulent account for a person engaged in identity theft.
- e. Notice from customers, law enforcement, victims or other reliable sources regarding possible identity theft or phishing relating to covered accounts.

## **52. Prevention and mitigation of identity theft.**

In the event that any city employee responsible for or involved in restoring an existing covered account or accepting payment for a covered account becomes aware of red flags indicating possible identity theft with respect to existing covered accounts, such employee shall use her discretion to determine whether such red flag or combination of red flags suggests a threat of identity theft. If, in her discretion, such employee determines that identity theft or attempted

identity theft is likely or probable, such employee shall immediately report such red flags to the city clerk/city manager. If, in her discretion, such employee deems that identity theft is unlikely or that reliable information is available to reconcile red flags, the employee shall convey this information to the city clerk/city manager, who may in her discretion determine that no further action is necessary. If the city clerk/city manager in her discretion determines that further action is necessary, a city employee shall perform one or more of the following responses, as determined to be appropriate by the city clerk/city manager:

- a) Contact the customer;
- b) Make the following changes to the account if, after contacting the customer, it is apparent that someone other than the customer has accessed the customer's covered account:
  - a. change any account numbers, passwords, security codes, or other security devices that permit access to an account; or
  - b. close the account;
- c) Cease attempts to collect additional charges from the customer and decline to sell the customer's account to a debt collector in the event that the customer's account has been accessed without authorization and such access has caused additional charges to accrue;
- d) Notify a debt collector within 72 hours of the discovery of likely or probable identity theft relating to a customer account that has been sold to such debt collector in the event that a customer's account has been sold to a debt collector prior to the discovery of the likelihood or probability of identity theft relating to such account;
- e) Notify law enforcement, in the event that someone other than the customer has accessed the customer's account causing additional charges to accrue or accessing personal identifying information; or
- f) Take other appropriate action to prevent or mitigate identity theft.

In the event that any city employee responsible for or involved in opening a new covered account becomes aware of red flags indicating possible identity theft with respect an application for a new account, such employee shall use her discretion to determine whether such red flag or combination of red flags suggests a threat of identity theft. If, in her discretion, such employee determines that identity theft or attempted identity theft is likely or probable, such employee shall immediately report such red flags to the city clerk/city manager. If, in her discretion, such employee deems that identity theft is unlikely or that reliable information is available to reconcile red flags, the employee shall convey this information to the city clerk/city manager, who may in her discretion determine that no further action is necessary. If the city clerk/city manager in her discretion determines that further action is necessary, a city employee shall perform one or more of the following responses, as determined to be appropriate by the city clerk/city manager:

- a) Request additional identifying information from the applicant;
- b) Deny the application for the new account;
- c) Notify law enforcement of possible identity theft; or
- d) Take other appropriate action to prevent or mitigate identity theft.

### **53. Updating the program.**

The city council shall annually review and, as deemed necessary by the council, update the Identity Theft Prevention Program along with any relevant red flags in order to reflect changes in risks to customers or to the safety and soundness of the city and its covered accounts from identity theft. In so doing, the city council shall consider the following factors and exercise its discretion in amending the program:

- a) The city's experiences with identity theft;
- b) Updates in methods of identity theft;
- c) Updates in customary methods used to detect, prevent, and mitigate identity theft;
- d) Updates in the types of accounts that the city offers or maintains; and
- e) Updates in service provider arrangements.

### **54. Program administration.**

The city clerk responsible for oversight of the program and for program implementation. The city clerk is responsible for reviewing reports prepared by staff regarding compliance with red flag requirements and with recommending material changes to the program, as necessary in the opinion of the city clerk to address changing identity theft risks and to identify new or discontinued types of covered accounts. Any recommended material changes to the program shall be submitted to the city council for consideration by the council.

The city clerk will report to the mayor at least annually, on compliance with the red flag requirements. The report will address material matters related to the program and evaluate issues such as:

- a) The effectiveness of the policies and procedures of city in addressing the risk of identity theft in connection with the opening of covered accounts and with respect to existing covered accounts;
- b) Service provider arrangements;
- c) Significant incidents involving identity theft and management's response; and
- d) Recommendations for material changes to the program.

The city clerk is responsible for providing training to all employees responsible for or involved in opening a new covered account, restoring an existing covered account or accepting payment for a covered account with respect to the implementation and requirements of the Identity Theft Prevention Program. The city clerk shall exercise her discretion in determining the amount and substance of training necessary.

#### **Outside service providers.**

In the event that the city engages a service provider to perform an activity in connection with one or more covered accounts the city clerk shall exercise her discretion in reviewing such arrangements in order to ensure, to the best of her ability, that the service provider's activities are conducted in accordance with policies and procedures, agreed upon by contract, that are

designed to detect any red flags that may arise in the performance of the service provider's activities and take appropriate steps to prevent or mitigate identity theft."

#### **55. TREATMENT OF ADDRESS DISCREPANCIES. - - Purpose.**

Pursuant to 16 CFR § 681.1, the purpose of this Article is to establish a process by which the city will be able to form a reasonable belief that a consumer report relates to the consumer about whom it has requested a consumer credit report when the city has received a notice of address discrepancy.

(Ord. of 6-1-2009(3), § 2(2))

#### **56. Definitions.**

For purposes of this article, the following definitions apply:

- a) *Notice of address discrepancy* means a notice sent to a user by a consumer reporting agency pursuant to 15 U.S.C. § 1681(c)(h)(1), that informs the user of a substantial difference between the address for the consumer that the user provided to request the consumer report and the address(es) in the agency's file for the consumer.
- b) *City* means the City of Oxford, Georgia.

#### **57. Policy.**

In the event that the city receives a notice of address discrepancy, the city employee responsible for verifying consumer addresses for the purpose of providing the municipal service or account sought by the consumer shall perform one or more of the following activities, as determined to be appropriate by such employee:

Compare the information in the consumer report with:

- a) Information the city obtains and uses to verify a consumer's identity in accordance with the requirements of the Customer Information Program rules implementing 31U.S.C. § 5318(1);
- b) Information the city maintains in its own records, such as applications for service, change of address notices, other customer account records or tax records; or
- c) Information the city obtains from third-party sources that are deemed reliable by the relevant city employee.

Verify the information in the consumer report with the consumer.

#### **58. Furnishing consumer's address to consumer reporting agency.**

In the event that the city reasonably confirms that an address provided by a consumer to the city is accurate, the city is required to provide such address to the consumer reporting agency from which the city received a notice of address discrepancy with respect to such consumer. This information is required to be provided to the consumer reporting agency when:

- a) The city is able to form a reasonable belief that the consumer report relates to the consumer about whom the city requested the report;
- b) The city establishes a continuing relation with the consumer; and
- c) The city regularly and in the ordinary course of business provides information to the consumer reporting agency from which it received the notice of address discrepancy.
- d) Such information shall be provided to the consumer reporting agency as part of the information regularly provided by the city to such agency for the reporting period in which the city establishes a relationship with the customer.

#### **59. Methods of confirming consumer addresses.**

The city employee charged with confirming consumer addresses may, in her discretion, confirm the accuracy of an address through one or more of the following methods:

- a) Verifying the address with the consumer;
- b) Reviewing the city's records to verify the consumer's address;
- c) Verifying the address through third party sources; or
- d) Using other reasonable processes.

110 W. Clark Street  
Oxford, GA 30054  
Phone 770-786-7004  
Fax 770-786-2211  
www.oxfordgeorgia.org



Incorporated December 23, 1839

Mayor David S. Eady  
City Manager Bill Andrew  
City Clerk/Treasurer Marcia Brooks

October 16, 2024

To: Bill Andrew

From: Marcia Brooks

RE: Request to add Electronic Time Clocks to BS&A Suite

This request is for consideration to add two (2) electronic time clocks to our BS&A software suite and integrate the timeclocks with the timesheet functionality in BS&A. The two new time clocks would replace the current time clocks in the Administrative office, and Public Works. The Police Department would either use the time clock in the Administrative office or would punch in via the web application or mobile app that comes with the package.

The City of Oxford currently uses manual time clocks. Supervisors must collect all timecards each week and manually calculate hours worked. The timecards are then verified by staff in the Administrative office before payroll is processed. Timecards are physically stored for fifty (50) years in accordance with the State of Georgia retention requirements for local governments.

Integrating the timeclocks with BS&A would streamline processes throughout the City, reduce space required to store physical records, and reduce potential errors that are inherent with manual calculations.

Additional advantages include:

- Biometric clocking in, which prohibits buddy punching
- Automatic calculation of time worked, leave taken, holidays taken, etc., reducing manual labor required to process payroll
- Electronic approval of timecards and leave requests by supervisors

The timeclocks proposed are by UKG and provided by Andrews Technology. This is the only company that BS&A works with to provide full integration of electronic time clocks with their software. Therefore, I am unable to provide additional quotes that are comparable. We could try to obtain additional quotes from other companies, but there would be additional time required for integration with BS&A for a company they do not currently work with.

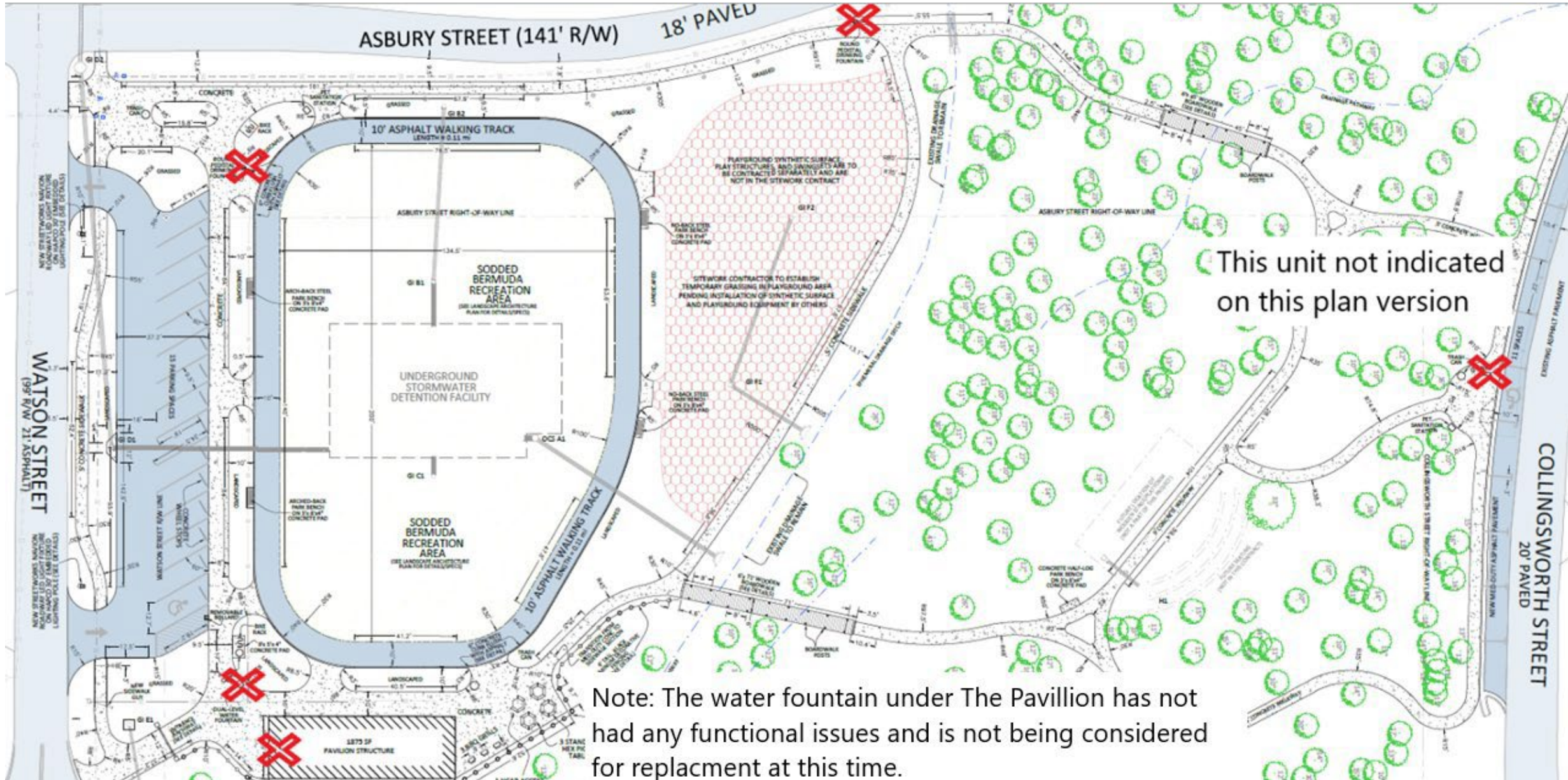


The quote includes licenses for up to 50 employees. This is the minimum number of employees they will provide a quote for. The one-time costs include three terminals at a cost of \$1,990 each and implementation/project management fees of \$1,985 (total \$5,965). Annual recurring costs are \$2,160 for licenses and supervisor module, and \$1,180 for annual maintenance (total \$3,340).

If this purchase is approved, it would take 60-90 days for Andrews Technology to start on our integration, and about four months to complete the project. Information sheets and the Andrews Technology quote are attached. I appreciate the Mayor and City Council's consideration of this request.

/mlb

# Current Water Fountain Locations at Asbury Street Park



Note: The water fountain under The Pavillion has not had any functional issues and is not being considered for replacment at this time.



The two current water fountain models, we have two of each



Replacement Freeze Resistant Water Fountains – we have 4 units in storage which are all bi-level and have the pet fountain. They were purchased a few years ago.



Of the four units we have out in the park now, two are the bi-level water fountains with the pet fountain and two are single-level with no pet fountain.

The current bi-level water fountains with the pet fountain are approximately \$4,000 each with the freeze resistant components costing extra. We have four of these units in storage, bought a few years ago. Arguably, we have approximately \$17,000 invested in these new units.

Should we replace all four units? Do we want to eliminate one of the units and just replace three?



Morningside Plumbing Services Inc.  
2175 Piedmont Road B10  
Atlanta, Ga. 30324  
Remittance:  
P.O. Box 8614 Atlanta, Ga. 31106  
(404) 873-1881

#### BILL TO

Jody Reid - City of Oxford  
105 West Watson Street  
Oxford, GA 30054 USA

ESTIMATE  
10529915

ESTIMATE DATE  
Jun 11, 2024

#### JOB ADDRESS

Jody Reid - City of Oxford  
105 West Watson Street  
Oxford, GA 30054 USA

Job: 10488922

SERVICE	DESCRIPTION	QTY	PRICE	TOTAL
Estimate	Installing customer provided outdoor heavy duty drinking fountain. For this install there is quite a bit of plumbing that goes underneath the ground for this unit as well. We will have to remove portions of concrete and put in a gravel bed in the ground and hook up all plumbing in the ground. At this point we would then pour back concrete and give time to cure. We will then return to install the actual drinking fountain which involves bolting to the ground and hooking up plumbing. This job is expected to take several days per fountain to complete there will be several trips to be able to complete this job.	3.00	\$8,900.00	\$26,700.00

SUB-TOTAL	\$26,700.00
TAX	\$0.00
TOTAL	\$26,700.00

Thank you for choosing Morningside Plumbing

#### CUSTOMER AUTHORIZATION

THIS IS AN ESTIMATE, NOT A CONTRACT FOR SERVICES. The summary above is furnished by Morningside Plumbing Services Inc. as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED. I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed.

Sign here

Date

**ART PLUMBING COMPANY**

1847 SOUTH COBB INDUSTRIAL BLVD.  
SMYRNA, GA 30082

Marty Carroll - 404-787-9104  
marty@artplumbing.com



<b>Sold To:</b>		<b>QUOTATION</b>	
CITY OF OXFORD 110 WEST CLARK STREET  OXFORD, GA 30054		Quote:	133118
		Date:	Jun24/24
		Reference Number:	
		Who Called:	JODY
		Customer Code:	
<b>Job Location:</b>		Start Date:	Jun26/24
CITY OF OXFORD 110 WEST CLARK STREET OXFORD, GA 30054			

<b>Description</b>		<b>Qty</b>	<b>Price</b>	<b>Total</b>
<b>We are pleased to submit our quotation for the following work:</b>				
FURNISH LABOR, EQUIPMENT AND MATERIAL TO REPLACE 3 DRINKING FOUNTAINS IN PARK. REMOVE AND CAP ANOTHER.				
NEW FOUNTAINS TO BE FURNISHED BY OWNER.				
SCOPE OF WORK:				
- REMOVE EXISTING FOUNTAINS AND DEMO CONCRETE SLAB.				
- USE HYDROEXCAVATOR TO EXCAVATE HOLE FOR DRAINAGE ROCK AND VALVE BOX.				
- INSTALL VALVE BOX AND PIPING AND FILL HOLE.				
- POUR NEW SLAB IN PLACE.				
- RETURN ONCE CONCRETE HAS SET AND INSTALL NEW FOUNTAIN AND CONNECT.				
Exclusions:				
Premium labor - assume normal working hours				
Rock excavation or removal of unsuitable material				
Special bedding or backfill -				
Responsibility for unmarked utilities				
Locating of private utilities				
Landscaping - backfill only				
Asphalt or concrete patch				
<b>Materials</b>				
TOTAL MATERIALS				2,717.95
<b>Labour</b>				
N-Side Drinking Fountain	8.00		170.00	1,360.00
West-Side Drinking Fountain	8.00		170.00	1,360.00
South W-Side Drinking Fou	8.00		170.00	1,360.00



**ART PLUMBING COMPANY**

1847 SOUTH COBB INDUSTRIAL BLVD.  
SMYRNA, GA 30082

Marty Carroll - 404-787-9104  
marty@artplumbing.com



South E-Side Drinking	8.00	170.00	1,360.00
Fou			
JOBSITE CLEANUP	8.00	170.00	1,360.00
FLAGGING	16.00	60.00	960.00
TOTAL LABOR			7,760.00
<b>Equipment</b>			
4WD 60-90 HP	1.00	1,638.44	1,638.44
BACKHOE/WEEK			
DUMP TRUCK	4.00	432.88	1,731.52
RENTAL/DAY			
TOTAL EQUIPMENT			3,369.96
<b>Other</b>			
VALVE BOX FOR EACH	3.00	405.00	1,215.00
FOUNTAIN			
CONCRETE FOR EACH	26.00	8.10	210.60
FOUNTAIN PAD			
LUMBER FOR EACH PAD	8.00	13.50	108.00
GRAVEL BACKFILL FOR	50.00	8.10	405.00
EACH FOUNT			
hydroexcavation	1.00	3,375.00	3,375.00
TOTAL OTHER			5,313.60
<b>Subtotal</b>			19,161.51
<b>Tax 2</b>			0.00
<b>Total Quotation</b>			19,161.51



## **FAMILY COMMUNITY HOUSING ASSOCIATION, INC.**

2047 Gees Mill Road, Suite 210  
Conyers, GA 300163  
(470) 276-6945 Bus

### **FUNDING PROCUREMENT**

### **GRANT ADMINISTRATION**

#### **OFFICERS OF THE BOARD**

**CHAIRPERSON**  
*Timothy Smith*

**VICE-CHAIRPERSON**  
*Henry Morton*

**INTERIM TREASURER**  
*Yakeiame Aiken-Thomas*

**SECRETARY**  
*Judy L. Webb*

**EXECUTIVE DIRECTOR**  
*Julius Webb*

**DIRECTORS**  
*Victor Burgess*  
*Henry Morton*  
*Jasmine Russell*  
*Timothy Smith*  
*Yakeiame Aiken-Thomas*  
*Judy L. Webb*  
*Julius Webb*

**ADVISORY**  
*Sonja Ebron PhD*

#### **STAFF**

**EXECUTIVE DIRECTOR**  
*Julius Webb*

October 11, 2024

Mr. Bill Andrew  
City Manager  
City of Oxford  
110 West Clark Street  
Oxford, Georgia 30054

### **RE: Grant Writing and Administrative Services Proposal**

Dear Mr. Andrew:

We have received your Request for Proposals for Grant Writing and Administration Services. The Family Community Housing Association, Inc. (FCHA) has been managing CHIP housing rehabilitation projects since 2012 and qualifies as a Grant Writer and Administrator for your CHIP rehab project. Please find a Qualifications and Statement Proposal from FCHA to include the following:

- 1) Personal Resumes, Julius Webb and Rhonda Gilbert, and
- 2) FCHA & Gilbert & Associates Qualifications Statement with Fee for Services Proposal.

Thank you for including FCHA on your RFP vendor list, and please let us know if you have any questions during review of the proposal. We look forward to hearing from you.

Sincerely,

Julius Webb

Executive Director

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Family Community Housing Association, Inc. is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability, or age.





## **Resume**

### **JULIUS WEBB**

6334 Wellington Walk Way  
Lithonia, GA 30058  
404.246.3047

### **SUMMARY OF MANAGEMENT EXPERIENCE**

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Julius Webb is Founder and Executive Director of Family Community Housing Association, Inc (FCHA). FCHA is a Housing Counseling and Community Development Organization. Our mission develops and empowers citizens to transform their lives financially through homeownership opportunities and education. We endeavor to provide affordable and well-maintained housing for low-to-moderate income households and individuals housing rehabilitation and development efforts. During the past 20 years Mr. Webb has managed and owner-operated companies such as; Quality General Contracting, Inc., d/b/a Webb Construction Company and, is currently a Managing Partner of Affordable Housing Realty Services, LLC, a property management and real estate brokerage firm.

### **SUMMARY OF QUALIFICATIONS**

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- Management skills equivalent to college degree
- Over ten years of hands-on experience in management
- Strong sense of public relations.
- Friendly, outgoing personality, very ambitious and a self-starter.
- Take pride in quality of work. Strong sense of professionalism.
- Effective problem solver. Goes out of the way to meet people needs.
- Excellent work history as regards work ethic, dependability and willingness to go that extra mile.

### **RECENT EMPLOYMENT**

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- January 2014 - to Present J.W. Consultant Services – Construction Housing Industry and Grant Writing Services.
- February 2001 to Present – Founder and Executive Director, Family Community Housing Association, Inc, a 501(c)(3) nonprofit organization.
- October 2007 to Present – Managing Partner of Affordable Housing Coalition, LLC.
- November 2014 Affordable Housing Realty Services, LLC. R.E. Brokerage Firm.
- February 2001 to 2005 – Quality General Contracting, Inc. d/b/a Webb Construction Co.

### **EDUCATION**

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- Newton County Comprehensive High School
- DeKalb Technical College – Architectural Drafting
- Clark Atlanta University – Nonprofit Training Institute

### **TRAINING AND CERTIFICATIONS**

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- **2001 Certified Facilitator/Trainer**-Housing Counseling and Education. Georgia Department of Community Affairs provided HUD approved training in seminars and individual pre and post purchase counseling Homebuyer Education Methods; Topics of Training includes: The entire process of Home buying such as: Budgeting and Money Management, ABC's of Credit and Credit Reports, Mortgage Loan Process, what to expect from a Realtor, Home Inspection and Appraisals, Homeowners Insurance, Down Payment and Closing Cost Assistance, Your Legal Rights and More.

## Resume

- **2005 Certified Trainer-Money Smart, FDIC.** Topics of Training include 10 Modules: 1) Bank On It: an introduction to bank services. 2) Borrowing Basics: an introduction to credit. 3) Check It Out: how to choose and keep a checking account. 4) Money Matters: how to keep track of your money. 5) Pay Yourself First: why you should save, save, save. 6) Keep It Safe: your rights as a consumer. 7) To Your Credit: how your credit history will affect your credit future. 8) Charge It Right: how to make a credit card work for you. 9) Loan to Own: know what you're borrowing before you buy. 10) Your Own Home: what homeownership is all about?
- **2007 Certificate of Completion** – Introduction to Housing Counseling, NeighborWorks® America Training Institute.
- **2007 Certificate of Completion** – Compliance with State and Federal Regulations; Lending Regulations and Policies, Community Reinvestment Act (CRA), NeighborWorks® America Training Institute.
- **2008 How to Intermediate Foreclosure Prevention Training**-Participating & Sponsored Banks; Countrywide, Chase, Washington Mutual. NeighborWorks® America Training Institute.
- **2008 Nonprofit Training in leadership and organizational development**, Nonprofit Training Institute.
- **2009 Re-certification** - HUD-Certified Facilitator - GA/ Housing Counseling and Education, Georgia Department of Community Affairs (DCA)
- **2010 Certificate of Completion**, HUD/FHA Loss Mitigation Counseling.
- **2011 Certificate of Completion**, Supportive Housing and how to finance. NeighborWorks® America Training Institute.
- **2011 Certificate of Completion**, How to Structure your Real Estate Deals. NeighborWorks® America Training Institute.
- **2011 Certificate of Completion**, Rental Housing Development Finance. NeighborWorks® America Training Institute.
- **2013 Georgia Real Estate Training Institute**, GA License Real Estate Agent.
- **2014 Certificate of Completion**, Leveraging Market Forces to Attract Investments for Neighborhood Revitalization. NeighborWorks® America Training Institute.
- **2014 Certificate of Completion**, Rehab Strategies for Maximum Neighborhood Impact.
- **2014 Certificate of Completion**, Selling a House and Promoting the Neighborhood. NeighborWorks® America Training Institute.
- **2014 Affordable Housing Realty Services, LLC**, Managing Partner, RE Agent.
- **2021 Georgia License Real Estate Broker**, Qualifying Broker, AHRS, LLC.

### F.C.H.A. MAJOR ACCOMPLISHMENTS

- Certified Community Housing Development Organization (CHDO) from Georgia Department of Community Affairs (DCA).
- Educated and assisted over 400 participants along the path of reaching their dream of homeownership.
- Successfully secured funding from various Corporation and other local banks and organizations that made FCHA's Homeownership Programs and Education possible.
- Collaborated and partnered with other recognized non-profit organizations, governmental agencies, in educating hundreds of clients in the entire home buying process in the Atlanta metropolitan area.
- Achieved Family Community Housing Association, Inc, a 501(c)(3) destination as a community development corporation.
- Development of a Nonprofit Real Estate Brokerage Firm.
- Provided more than \$4,500.000 in housing rehabilitation in communities we serve.

## RESUME

**Rhonda S. Gilbert**

**BS, Georgia Southern University June 1995**

**MPA, Georgia Southern University, June 1997**

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### **July 2006 – Present**

**President, Gilbert+Associates, Inc.** – Business specializes in Funding Procurement and Grant Administration Services associated with State and Federal Funding Programs available through an application process established by various Federal and State agencies. In addition, we also assist with the identification of appropriate funders to non-profit organizations and preparation of grant applications on their behalf.

Specific funding programs include Community Development Block Grant (CDBG), Community Housing Investment Program (CHIP), Employment Incentive Program (EIP), Redevelopment Fund (RF), OneGeorgia Equity, Economic Development Administration (EDA)

### **Clients:**

Town of Dearing	City of Thomson	McDuffie County	Tallulah Falls
Hancock County	Town of Siloam	Warren County	City of Dalton
Whitfield County	City of Varnell	Murray County	Garden City
City of Greensboro	Town of Trion	City of Douglasville	Jenkins County
City of Cochran	Town of Girard	City of Newnan	City of Millen
City of Kingsland	City of Riceboro	Baldwin County	
City of Pembroke			
City of Warner			
Robins			

Effingham County Industrial Development Authority (ECIDA)  
Dalton-Whitfield Community Development Corporation (DWCDC)  
Chattanooga Area Food Bank (CAFB)  
Effingham County Industrial Development Authority (ECIDA)  
Family Community Housing Association, Inc. (FCHA)  
Garden City Housing Team Inc. (GCHT)  
Development Authority of Burke Co  
Greene County Habitat for Humanity  
Habitat for Humanity Gwinnett-Walton  
Housing Authority of Dalton  
Jenkins County Development Authority (JCDA)  
Coastal Empire Habitat for Humanity (CEHFH)  
Jackson County Habitat for Humanity  
NW Metro Atlanta Habitat for Humanity  
Collins Hill Wrestling Booster Club, Inc. (Pro-Bono)

### **April 2001 – July 2006**

#### **Senior Planner and Grants Manager – Precision Planning, Inc. (PPI)**

Prepared Community Development Block Grant (CDBG) Grant applications for municipal clients. Provided Grant Administration services as needed by municipal clients. Supervisor: Bill Crowder, Vice President

### **February 1997 – April 2001**

#### **Grants Consultant – Georgia Department of Community Affairs (DCA)**

Program Manager, Local Development Fund. Developed grant application and guidelines. Assembled review panel members to score and rank grant applications for funding considerations. Prepared correspondence to locally elected officials.

### *Organization Experience Narrative*

Since 2012, Mr. Julius Webb, Executive Director, of Family Community Housing Association, Inc. (FCHA) has been assisting with administering CHIP and other similar owner-occupied rehabilitation grant programs. These other programs include the Federal Home Loan Bank of Atlanta OOR Program, Housing Assistance for Veterans Rehabilitation Program (HAVEN) the Invest Atlanta Heritage Owner-Occupied Housing Rehabilitation Program and the Neighborhood Stabilization Program.

#### **COMMUNITY HOME INVESTMENT PROGRAM (CHIP)**

Family Community Housing Association, Inc. (FCHA) since 2012 has been awarded CHIP funding totaling nearly \$2,500,000 from the Georgia Department of Community Affairs in program funding for housing rehabilitation and homeownership activities. In the implementation of the CHIP housing programs, FCHA has been responsible for the rehabilitation of owner-occupied units for senior citizens and homeownership opportunities for low-to-moderate income households. Today, under its executive director, FCHA has managed and overseen more than 125 housing rehabilitation and reconstruction projects utilizing CHIP/HOME and private funding resources.

#### **FHLB OF ATLANTA REHABILITATION PROGRAM**

In 2012 FCHA effectively utilized the FHLB set aside program to assist more than 60 low-to-moderate income homeowners within various Georgia counties with Housing and Accessibility Rehabilitation Projects. Of those assisted were 29 US veterans/spouses that needed housing rehabilitation assistance.

#### **NEIGHBORHOOD STABILIZATION PROGRAM (NSP)**

National Community Stabilization Trust (NCST) that works to provide community-based buyers an opportunity to acquire vacant, abandoned and distressed properties as part of their neighborhood revitalization strategy. FCHA has been a community buyer of NCST properties and has acquired, rehab and sold more than 50 newly renovated homes throughout the Atlanta metropolitan area to low-to-moderate income households.

#### **HOUSING ASSISTANCE FOR VETERANS (HAVEN)**

Housing Assistance for Veterans (HAVEN) funds assist with necessary modifications to homes of U.S. veterans and active-duty, reserve or National Guard service members who became disabled by as a result of their military service since August 2, 1990. Alternatively, the funds can be awarded to Gold Star Families that were impacted during this time frame for home repairs/rehabilitation. FCHA have assisted disabled veterans through the HAVEN program.

## STATEMENT OF QUALIFICATIONS

### *CHIP Experience Narrative*

FCHA retained a qualified CHIP housing grant consultant, Gilbert+Associates, with the administration and management of the following five (5) previous CHIP grant awards to FCHA:

#### **CHIP Grant Award #2012-849**

This CHIP grant award assisted five (5) low-to-moderate income (LMI) homeowners with housing rehabilitation assistance. The grant has been successfully completed, and all funds were expended. The objectives of the grant were met to bring sub-standard housing units to code compliant; therefore, affording LMI homeowners the opportunity to live in safe and decent housing.

Grant contract date: **May 1, 2012**

Grant completion date when DCA completed the final monitoring and closed the grant: Close out Date - **January 20, 2017**

Amount awarded: **\$302,557**

Amount expended: **\$302,557**

Number of homeowners proposed to be assisted: **7**

Number of homeowners assisted: **5**

Detail explaining whether the objectives of the grant were met and if not why:

***Due to unforeseen home repairs which increased rehab cost thereby reducing the number of homeowners assisted.***

Funded budget and any remaining balances: **\$0**

#### **CHIP Grant Award # 2013-883**

This CHIP grant both proposed and assisted five (5) low- and moderate-income homeowners receive housing rehab assistance. The grant has been successfully completed, and all funds were expended. The objectives of the grant were met to bring sub-standard housing units to code compliant; therefore, affording LMI homeowners the opportunity to live in safe and decent housing.

Grant contract date: **May 1, 2013**

Grant completion date when DCA completed the final monitoring and closed the grant: Close out Date - **January 20, 2017**

Amount awarded: **\$302,557**

Amount expended: **\$302,557**

Number of homeowners proposed to be assisted: **7**

Number of homeowners assisted: **5**

Detail explaining whether the objectives of the grant were met and if not why:

***Due to unforeseen home repairs which increased rehab cost thereby reducing the number of homeowners assisted.***

Funded budget and any remaining balances: **\$0**

## CHIP Experience Narrative

### CHIP Grant Award #2017-103

With this \$600,000 CHIP grant, FCHA was able to acquire, rehab and sold three (3) bank foreclosed properties to LMI home-buyers. The grant has been successfully completed, and all funds were expended. The objectives of the grant were met to reduce the number of foreclosed properties following the housing crisis, to rehabilitate these units, and to sell to LMI home-buyers. All funds were expended on these home purchases, rehabilitation costs, and all homes were sold much sooner than the 9-month allowable period.

Grant contract date: **July 23, 2018**

Grant completion date when DCA completed the final monitoring and closed the grant: Close out Date - **October 12, 2022**

Amount awarded: **\$612,000**

Amount expended: **\$612,000**

Number of homeowners proposed to be assisted: **6**

Number of homeowners assisted: **3**

Detail explaining whether the objectives of the grant were met and if not why:

***Due to the housing market increased and inflation and rising cost of materials and rehab cost thereby reducing the number of homeowners assisted.***

Funded budget and any remaining balances: **\$0**

### CHIP Grant Award #2020-104

This CHIP grant assisted five (5) low- and moderate-income homeowners receive housing rehab assistance. The grant has been successfully completed, and all funds were expended. The objectives of the grant were met to bring sub-standard housing units to code compliant; therefore, affording LMI homeowners the opportunity to live in safe and decent housing.

Grant contract date: **July 23, 2020**

Grant completion date when DCA completed the final monitoring and closed the grant: Close out Date - **HUD Post-poned COVID-Related**

Amount awarded: **\$300,000**

Amount expended: **\$300,000**

Number of homeowners proposed to be assisted: **6**

Number of homeowners assisted: **5**

Detail explaining whether the objectives of the grant were met and if not why:

***Due to rising cost of materials and rehab cost thereby reducing the number of homeowners assisted.***

Funded budget and any remaining balances: **\$0**

## STATEMENT OF QUALIFICATIONS

### *CHIP Experience Narrative*

#### **CHIP Grant Award #2021-107**

This CHIP grant assisted 6 low- and moderate-income homeowners receive housing rehab assistance. The grant has been successfully completed, and all funds were expended. The objectives of the grant were met to bring sub-standard housing units to code compliant; therefore, affording LMI homeowners the opportunity to live in safe and decent housing.

Grant contract date: **July 23, 2021**

Grant completion date when DCA completed the final monitoring and closed the grant: Close out Date - **HUD Post-poned COVID-Related**

Amount awarded: **\$400,000**

Amount expended: **\$400,000**

Number of homeowners proposed to be assisted: **7**

Number of homeowners assisted: **6**

Detail explaining whether the objectives of the grant were met and if not why:

***Due to rising cost of materials and rehab cost thereby reducing the number of homeowners assisted.***

Funded budget and any remaining balances: **\$0**

#### **CHIP Grant Award #2024-108**

Amount awarded: **\$500,000**

This CHIP grant of \$500,000 was recently awarded and FCHA plans are to assisted 13 low- and moderate-income homeowners residing within the city of Atlanta, Georgia. These fund will be used as a match for Invest Atlanta Heritage Owner-Occupied Housing Rehabilitation Program.

**Section 3: Family Community Housing Association, Inc. is *not* claiming Section 3 Status.**





**GILBERT+ASSOCIATES, INC. (G+A)**  
**FUNDING PROCUREMENT\*\*\*GRANT ADMINISTRATION**

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- City of Douglasville CDBG Housing Rehabilitation Program 15h-x-048-2-5796, Rehabilitation of 5 housing units, Project completed.
- City of Cochran CDBG Housing Rehabilitation Program 23h-x-012-2-6331 \$872,013 Rehabilitation of 13 sub-standard housing units and Reconstruction of 2 dilapidated units. Project underway.
- Baldwin County CDBG Housing Rehabilitation Program - \$300,000 Rehabilitation of 3 sub-standard housing units.
- City of Cochran CDBG Housing Rehabilitation Program Phase 2 – 24h \$930,185 Rehabilitation of eight (8) sub-standard housing units and Reconstruction of four (4) dilapidated housing units.

**CDBG MULTI-ACTIVITY (INFRASTRUCTURE AND HOUSING)**

- City of Waynesboro CDBG Multi-Activity Housing and Infrastructure – Water, Streets and Drainage & Housing Rehab & Reconstruction Program, 14b-x-017-2-5708, Ms. Valerie Kirkland, City Manager 706-554-8000 [vkirkland@waynesboroga.com](mailto:vkirkland@waynesboroga.com)  
  
Completed Infrastructure and Rehab of 2 Housing Units and Demo and Recon of 2 Housing Units
- McDuffie County CDBG 19b-y-094-1-6077 - \$1,000,000 Multi-Activity Housing and Infrastructure – Sewer Improvements and Housing Rehabilitation and Reconstruction, Project Underway, Chairman Charlie Newton, [charlie.newton@thomson-mcduffie.net](mailto:charlie.newton@thomson-mcduffie.net) 706-214-1233

**CDBG INFRASTRUCTURE**

- McDuffie County CDBG 16p-y-094-1-5867 - \$500,000 Award for Davis Circle Street and Drainage Improvements, Project Completed, Chairman Charlie Newton, 706-214-1233, [charlie.newton@thomson-mcduffie.net](mailto:charlie.newton@thomson-mcduffie.net)
- Town of Girard CDBG 14p-x-017-2-5667 - \$500,000 for Water Improvements (new well), Project Completed - Kim Reddick, Town Clerk, 478-569-4624 [kreddick.townofgirard@gmail.com](mailto:kreddick.townofgirard@gmail.com)

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**FUNDING PROCUREMENT\*\*\*GRANT ADMINISTRATION**

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**CDBG-MITIGATION (CDBG-MIT)**

- City of Kingsland CDBG-MIT project - \$1,909,997 Award for Sewer System Improvements. Project awarded April 29, 2021. Mr. Justin Geedy, Kingsland CDBG-DR Program Manager, [jgeedy@kingslandgeorgia.com](mailto:jgeedy@kingslandgeorgia.com), 912-729-9452 or Mr. Lee Spell, City Manager, [lsPELL@kingslandgeorgia.com](mailto:lsPELL@kingslandgeorgia.com), 912-729-5613

**CDBG-CV**

- Whitfield County CDBG-CV 21cv-y-155-1-6245 - \$2,353,872 Award for the Chattanooga Area Food Bank Expansion and Renovation Project. Grant Closed. Ms. Carol Roberts, 706-275-7545 [cjroberts@whitfieldcountyga.com](mailto:cjroberts@whitfieldcountyga.com)
- Camden County CDBG-CV 21cv-y-020-1-6251 - \$1,000,000 Award to Construct a Health Department. Grant awarded February 1, 2022. Ms. Julie Haigler, 912-464-7587, [jhaigler@co.camden.ga.us](mailto:jhaigler@co.camden.ga.us)

**CDBG-REDEVELOPMENT FUND**

- City of Millen 20rd-x-082-2-6237 - \$750,000 award for restoration of the historic Kingsland Building, Grant funded December 22, 2021. Ms. Mandy Underwood, Jenkins Co Executive Director, [jcda@bellsouth.net](mailto:jcda@bellsouth.net)

**CHIP HOUSING**

- City of Thomson CHIP 07m-x-094-2-2956 – \$300,000 Housing Rehabilitation Program Chairman Charlie Newton 706-214-1233 Completed Rehabilitation of 7 Housing Units
- McDuffie County CHIP 07m-y-094-1-2970 – \$300,000 Housing Rehabilitation Program Chairman Charlie Newton 706-214-1233 Completed Rehabilitation of 6 Housing Units
- City of Thomson CHIP 08mr-x-094-2-6012 – \$400,000 Housing Rehabilitation Program Chairman Charlie Newton 706-214-1233 [cnewton@thomson-mcduffie.net](mailto:cnewton@thomson-mcduffie.net) Completed Rehabilitation of 3 Housing Units

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**FUNDING PROCUREMENT\*\*\*GRANT ADMINISTRATION**

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- McDuffie County CHIP 08m-y-094-1-6011 - \$400,000 Housing Rehabilitation Program Chairman Charlie Newton 706-214-1233 [cnewton@thomson-mcduffie.net](mailto:cnewton@thomson-mcduffie.net) Completed Rehabilitation of 7 Housing Units
- Whitfield County CHIP 07m-y-155-1-2954 – \$300,000 Housing Reconstruction Project – Jennifer Shearin, Executive Director 706-876-1630 Completed Reconstruction of 7 Housing Units
- City of Dalton CHIP 08m-x-155-2-6002 – \$300,000 Housing Rehabilitation Project – Cindy Jackson, Finance Director 706-876-1630 [cjackson@cityofdaltonga.gov](mailto:cjackson@cityofdaltonga.gov) Completed Rehabilitation of 6 Housing Units
- Dalton-Whitfield Community Development Corporation CHIP – \$300,000 Housing Rehabilitation Program 2011-807 Jennifer Shearin, Executive Director 706-876-1630 Completed Rehabilitation of 6 Housing Units
- Family Community Housing Association, Inc. CHIP 2012-849 - \$300,000 Housing Rehabilitation Program Julius Webb, Executive Director, 770-787-4436 [fcha2002@aol.com](mailto:fcha2002@aol.com) Completed Rehabilitation of 6 Housing Units
- Family Community Housing Association, Inc. CHIP 2013-883 - \$300,000 Housing Rehabilitation Program Julius Webb, Executive Director, 770-787-4436 [fcha2002@aol.com](mailto:fcha2002@aol.com) Completed Rehabilitation of 4 Housing Units
- City of Dalton CHIP 2014-902 - \$300,000 Housing Rehabilitation Program Ms. Cindy Jackson, Finance Director 706-275-7500 [cjackson@cityofdaltonga.gov](mailto:cjackson@cityofdaltonga.gov) Project complete
- Dalton Housing Authority CHIP 2014-902 - \$300,000 Housing Rehabilitation Program Ms. Amber Verner, Executive Director 706-278-6622 Project complete Rehab of 2 Housing Units
- Whitfield County CHIP 2014-935 - \$300,000 Housing Rehabilitation Program Mr. Mark Gibson, County Manager 706-275-7500 Project currently underway with 4 Housing Rehab Units

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**FUNDING PROCUREMENT\*\*\*GRANT ADMINISTRATION**

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- City of Greensboro CHIP - \$300,000 Housing Rehabilitation Program  
2014-914, Ms. Cail Hammonds, Community Dev Director 706-453-7674  
Completed Rehabilitation of 4 Housing Units, [chammons@greensboroga.gov](mailto:chammons@greensboroga.gov)
- McDuffie County CHIP - \$300,000 Housing Rehabilitation Program  
2016-109, Mr. Charlie Newton, IV, Chairman 706-214-1233  
[cnewton@thomson-mcduffie.net](mailto:cnewton@thomson-mcduffie.net) Project Complete
- Garden City Housing Team, Inc. CHIP - \$300,000 Housing Rehabilitation  
Program 2016-104, Ms. Sharon Bethune, Executive Director 912-228-1905  
[gardencityhousingteaminc@gmail.com](mailto:gardencityhousingteaminc@gmail.com) Completed Rehabilitation of 3 units and  
reconstruction of 1 Housing Unit. Project Complete.
- City of Greensboro CHIP- \$300,000 Housing Rehabilitation Program  
2017-105, Ms. Cail Hammonds, Community Dev Director 706-453-7674  
Project complete.
- Family Community Housing Association, Inc. CHIP \$600,000 Housing  
Acquisition and Rehabilitation Program 2017-103 Julius Webb, Executive  
Director, 770-787-4436, Project Complete
- McDuffie County CHIP \$300,000 Housing Rehabilitation – 2019-105, Charlie  
Newton, Commission Chairman, 706-214-1233 [cnewton@thomson-mcduffie.net](mailto:cnewton@thomson-mcduffie.net)  
Project Complete
- Town of Trion CHIP \$300,000 Housing Rehabilitation Program – 2019-121, Mr.  
Larry Stansell, Mayor, [larrystansell@windstream.net](mailto:larrystansell@windstream.net) Project Underway
- City of Greensboro CHIP Housing Rehabilitation Program – 2019-109 Ms. Cail  
Hammonds, Community Dev Director 706-453-7674  
[chammons@greensboroga.gov](mailto:chammons@greensboroga.gov), Project Underway
- City of Cochran CHIP \$300,000 Housing Rehabilitation Program 2019-108,  
Mr. Richard Newburn, City Administrator, [rnewburn@cityofcochran.com](mailto:rnewburn@cityofcochran.com), Project  
Complete.

**GILBERT+ASSOCIATES, INC. (G+A)**  
**FUNDING PROCUREMENT\*\*\*GRANT ADMINISTRATION**

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- Coastal Empire Habitat for Humanity (CEHFH) – \$600,000 CHIP New Housing Construction Program, Mr. Harold Tessendorf, Executive Director, [executivedirector@habitatsavannah.org](mailto:executivedirector@habitatsavannah.org), Project Underway
- NW Metro Atlanta Habitat for Humanity \$600,000 CHIP - New Housing Construction Project 2020-109 – plans are to construct 5 Habitat Homes – Ms. Jessica Gill, Executive Director, [jgill@nwmetroatlantahabitat.org](mailto:jgill@nwmetroatlantahabitat.org) Project complete.
- FCHA CHIP Homeowner \$300,000 Rehabilitation Project 2020-104 – \$300,000 grant award to rehabilitate 7 sub-standard housing units - Project underway. Mr. Julius Webb, FCHA Executive Director, [fcha2002@aol.com](mailto:fcha2002@aol.com) 404-246-3047
- Rabun County Habitat for Humanity CHIP 2021-114 - \$600,000 to construct Habitat Family Homes funded April 2021, Ms. Barbara Anderson, Habitat Board Member, [barbaraanderson@habitatrabun.com](mailto:barbaraanderson@habitatrabun.com)
- Family Community Housing Association – CHIP 2021-107 - \$400,000 to rehabilitate owner-occupied substandard housing units, funded April 2021, FCHA Executive Director, [fcha2002@aol.com](mailto:fcha2002@aol.com) 404-246-3047
- Jackson County Habitat for Humanity – CHIP 2021-110 - \$600,000 to construct Habitat Family Homes funded April 2021, funded April 2021, Ms. Anne Auer, Executive Director, [director@jacksoncountyhfh.org](mailto:director@jacksoncountyhfh.org)
- City of Newnan – CHIP 2021-111 - \$400,000 to Rehabilitate Owner-Occupied Substandard Housing Units, funded April 2021, Ms. Tracy Dunnavant, Planning and Zoning Director, (770) 254-2354 ext. 4, [tdunnavant@cityofnewnan.org](mailto:tdunnavant@cityofnewnan.org)
- Habitat for Humanity of Rockdale County – Conyers CHIP 2021-109 - \$600,000 to construct new homes for Habitat Families – funded April 2021, Linda Ballard, DCA Grants Coordinator 470-725-2929 [Linda.Ballard@dca.ga.gov](mailto:Linda.Ballard@dca.ga.gov)
- City of Cochran CHIP \$400,000 Housing Rehabilitation Program 2021-105, Mr. Richard Newburn, City Administrator, [rnewburn@cityofcochran.com](mailto:rnewburn@cityofcochran.com), Project Underway

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**FUNDING PROCUREMENT\*\*\*GRANT ADMINISTRATION**

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- Garden City Housing Team (GCHT) – CHIP 2022 \$400,000 – owner-occupied housing rehabilitation – funded April 2022, Ms. Gloria Hough, DCA Grants Coordinator, 470-303-150, [gloria.hough@dca.ga.gov](mailto:gloria.hough@dca.ga.gov).
- Baldwin County CHIP 2022 - \$400,000 to provide owner-occupied housing rehabilitation - funded April 2022. Mr. Carlos Tobar, County Manager, [ctobar@baldwincountyga.com](mailto:ctobar@baldwincountyga.com) (478) 363-1976
- Greene County Habitat for Humanity CHIP 2022-105 \$600,000 to construction new housing units for HFH family homebuyers – funded April 2022, Ms. Jan Broughton, Board Member, [jbroughton@gchabitat.com](mailto:jbroughton@gchabitat.com) (706) 453-1718
- Whitfield County CHIP 2022 \$400,000 – owner-occupied housing rehabilitation – funded April 2022. Ms. Carol Roberts, [cjroberts@whitfieldcountyga.com](mailto:cjroberts@whitfieldcountyga.com) 706-275-7500
- Gwinnett-Walton County Habitat for Humanity CHIP 2022 - \$600,000 to construction new housing units for HFH family homebuyers – funded April 2022. Mr. Brent Bohanan, Executive Director, [bbohanan@habitatgwinnett.org](mailto:bbohanan@habitatgwinnett.org) (770) 931-8080.
- City of Eatonton CHIP 2023 \$400,000 to rehab substandard owner-occupied housing units, funded April 2023, Gary Sanders, [gsanders@eatontonga.us](mailto:gsanders@eatontonga.us) 478-288-3390.
- Milledgeville-Baldwin County Habitat for Humanity CHIP 2023-107 \$600,000 to build CHIP homes for HFH family homebuyers. Mr. Carlos Tobar, [ctobar@baldwincountyga.com](mailto:ctobar@baldwincountyga.com) 478-363-1976.
- Baldwin County CHIP 2024 - \$500,000 to provide owner-occupied housing rehabilitation - funded April 2024. Mr. Carlos Tobar, County Manager, [ctobar@baldwincountyga.com](mailto:ctobar@baldwincountyga.com) (478) 363-1976
- City of Cochran CHIP \$500,000 Housing Rehabilitation Program funded April 2024, Mr. Richard Newburn, City Administrator, [rnewburn@cityofcochran.com](mailto:rnewburn@cityofcochran.com)

**GILBERT+ASSOCIATES, INC. (G+A)**  
**FUNDING PROCUREMENT\*\*\*GRANT ADMINISTRATION**

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- FCHA CHIP Homeowner \$500,000 Rehabilitation Project funded April 2024 grant award to rehabilitate owner-occupied sub-standard housing units - Mr. Julius Webb, FCHA Executive Director, [fcha2002@aol.com](mailto:fcha2002@aol.com) 404-246-3047
- City of Warner Robins CHIP 2024-118 - \$1,500,000 to build ten (10) new construction homes. Ms. Kate Hogan, [khogan@wrga.gov](mailto:khogan@wrga.gov) 478-283-0958
- Coastal Empire Habitat for Humanity (CEHFH) – CHIP 2024-103 \$1,500,000 CHIP New Housing Construction Program, Mr. Zerk Samples, Executive Director, [executivedirector@habitatsavannah.org](mailto:executivedirector@habitatsavannah.org), 912-353-8122

**EMPLOYMENT INCENTIVE PROGRAM (EIP)**

- City of Waynesboro EIP project 13q-x-017-2-5628, Economic Development project, Ms. Valerie Kirkland, City Manager 706-554-8000 [vkirkland@waynesboroga.com](mailto:vkirkland@waynesboroga.com) Project Completed
- Jenkins County EIP project 16q-y-082-1-5979 Economic Development Project, Mandy Underwood, Jenkins County Development Authority Executive Director, 478-982-5595, [jcda@bellsouth.net](mailto:jcda@bellsouth.net). Project complete.
- City of Waynesboro EIP project 20-EIP-001 – Economic Development Project to support Waynesboro Hart Dairy Creamery, Inc. Application funded July 2021 - \$750,000 - Ms. Valerie Kirkland, City Manager 706-554-8000 [vkirkland@waynesboroga.com](mailto:vkirkland@waynesboroga.com)

**ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)**

- City of Waynesboro Public Works Program - \$1,474,298 Grant 04-01-07633 funded May 2021 – Economic Development Project to support Waynesboro Hart Dairy Creamery, Inc. – Well and Water Treatment Plant – Ms. Valerie Kirkland, City Manager 706-554-8000 [vkirkland@waynesboroga.com](mailto:vkirkland@waynesboroga.com)
- City of Millen Public Works Program - \$3,000,000 Grant 04-01-07759 funded July 2022 – Economic Development Project to support water extension to Hwy 25 North – Ms. Mandy Underwood, Executive Director, Jenkins County Development Authority 478-982-5595, [jcda@bellsouth.net](mailto:jcda@bellsouth.net). Project underway.



**GILBERT+ASSOCIATES, INC. (G+A)**  
**FUNDING PROCUREMENT\*\*\*GRANT ADMINISTRATION**

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- Effingham County Industrial Development Authority (ECIDA) Public Works Program \$2,500,000 Grant 04-79-07880 to support Sewon America, Inc. Infrastructure Improvements at Grande View Industrial Park. Ms. Jessica Hood 912-531-2188 [jhood@effinghamindustry.com](mailto:jhood@effinghamindustry.com).

**ONEGEORGIA AUTHORITY**

- Jenkins County Development Authority – OneGeorgia Equity Project, Ms. Mandy Underwood, Executive Director 478-982-5595  
Funded November 2017, Project complete.
- Development Authority of Burke County – OneGeorgia Equity Project, Ms. Jessica Hood, Executive Director, 706-554-2923  
Funded September 2018, project complete.

**SCOPE OF ADMINISTRATIVE SERVICES**

**For CDBG and/or CHIP Housing Programs, G+A offers the following Grant Writing and Administrative services:**

1. Attend the annual CHIP Application Webinar
2. Attend the annual CDBG Applicant's Workshop
3. Collect information and documentation in support of the CDBG and/or CHIP application
4. Complete the CDBG and/or CHIP Application Forms as identified in the Application Manual
5. Prepare and submit the on-line CDBG and/or CHIP application through the ecivis on-line grants management system to the Georgia Department of Community Affairs (DCA) by the application deadline
6. Grant Award Special and/or General Condition Compliance
7. Complete the Environmental Tier 1
8. Develop new and/or amend existing Policies and Procedure and Housing Standards for the project
9. Public outreach efforts via community meetings and/or official public hearings
10. Assistance with Applicant In-take and individual qualification
11. Coordination with Rehabilitation Inspector to obtain the required housing inspections, work write-ups and cost estimates for each project.
12. Coordination with Lead Inspection Firm to include testing and abatement clearance of all homes built prior to January 1, 1978



**GILBERT+ASSOCIATES, INC. (G+A)**  
**FUNDING PROCUREMENT\*\*\*GRANT ADMINISTRATION**

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13. Environmental Tier 2 to include Historic Preservation Division (HPD) Section 106 consultation
14. CHIP Project Pre-Set Up Submittals to DCA
15. Contractor Solicitation efforts and contractor pre-qualification
16. Prepare bid documents, conduct bid opening, and hold pre-construction conference with homeowner, contractor and building inspector
17. CHIP Project Set Up Submittals to DCA
18. Oversee each project until completion.
19. Draft all correspondence as required to homeowners, potential homebuyers, DCA and other interested parties
20. Preparation of official Deferred Payment Loan documents and the Deed to Secure Debt
21. Represent client at monitoring and auditing visits
22. Keep officials advised of the status of the project schedule
23. Generally, ensure compliance with Federal and State regulations as listed in DCA's CDBG/CHIP Administration Manual
24. Project financial management to include preparation of project drawdowns
25. Completion of project reports and submittal to DCA
26. In general, coordinate parties and efforts involved in the project
27. Project close out

**For CDBG and/or EIP Programs, G+A offers the following Grant Writing and Administrative services:**

1. Attend the DCA Annual CDBG Applicant's Workshop
2. Collect information and documentation in support of the CDBG or EIP grant application
3. Complete the CDBG or EIP Application Forms as identified in the Application Manual
4. Prepare and submit the on-line application through the ecivis on-line grants management system to Georgia Department of Community Affairs (DCA) by the application deadline
5. Grant Award Special and/or General Condition Compliance
6. Environmental Tier 1
7. Conduct official public hearings as required by CDBG regulations and/or as deemed necessary by client
8. Available to assist with income surveys
9. Coordination with Project Engineer or Architect
10. Davis Bacon Compliance to include Employee Interviews

**GILBERT+ASSOCIATES, INC. (G+A)**  
**FUNDING PROCUREMENT\*\*\*GRANT ADMINISTRATION**

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11. Section 3 Compliance
12. Draft all correspondence as required to DCA and other interested parties
13. Represent client at DCA monitoring visits
14. Keep officials advised of the status of the project schedule
15. Generally, ensure compliance with Federal and State regulations as listed in DCA's CDBG or EIP Administration Manual
16. Project financial management to include preparation of project drawdowns and quarterly and Section 3 reports
17. In general, coordinate parties and efforts involved in the project
18. Project close out

**List key personnel likely to be involved on this project and explain their specific role in CHIP and/or CDBG work.**

Rhonda Gilbert will serve as the grant writer and administrator, if funded, for the project. Ms. Gilbert has (23) twenty-three years in successfully obtaining and administering state and federal grant funding for community and economic development projects. Since 2001, Rhonda has been writing and administering public facility, economic development, housing rehabilitation, and reconstruction program grants funded through the DCA's federal CHIP and CDBG programs, as well as the EIP, Redevelopment, OneGeorgia Authority Economic Development Programs, and the US Department of Economic Development (EDA) Public Works Construction Program.

## FEES FOR SERVICES

Grant Writing Services – FCHA and G+A will prepare the 2025 CHIP Grant Application for a \$6,000 fee and will jointly determine the fee owed to each entity. It should be noted that grant writing is not an eligible CHIP activity. This fee must be paid from another funding source.

Grant Administration Services – FCHA and G+A will administer the 2025 CHIP Grant Project, if funded, and will be compensated at a \$4,000 lump sum fee. We will jointly determine the fee owed to each entity. It should be noted that grant administration is not an eligible CHIP activity. This fee must be paid from another funding source.

FCHA will charge a **\$7,500** Project Delivery Fee (PDF) and G+A will received \$3,500 Project Delivery Fee (PDF) from the \$7,500 per rehabbed unit. ***The Project Delivery Fee (PDF) is an eligible CHIP activity and will be included in the CHIP budget and will be funded by the 2025 CHIP grant if awarded to the city of Oxford.***



## History of Firm and Resources

Founded in 2016 in Atlanta, GA, Think and Ink Grant Consulting® (Think and Ink Grants®) provides customized, real-world solutions helping organizations “think” through grant-seeking strategies and “ink” competitive proposals. We provide outsourced end-to-end grant-seeking support through five services: grant-seeking strategic planning, grant research, grant writing, grant management, and evaluation support. Due to our clientele, over 65% of our workload is in federal grants. Over 95% of our business is earned through word of mouth. Since most of our team has extensive experience as federal grant reviewers, our most popular services are grant writing and grant administration.

Think and Ink Grant Consulting® is an MBE/DBE-certified business. Think and Ink Grant Consulting is a DBE (Disadvantaged Business Enterprise) and MBE (Minority Business Enterprise) certified firm. We also hold the following certifications: AABE (African American Business Enterprise), FBE (Female Business Enterprise), SBE (Small Business Enterprise), EDWOSB (Economically Disadvantaged Women-Owned Small Business), and WOSB (Women-Owned Small Business).

**Our clients** include large 501(c)(3) nonprofit organizations with budgets of \$3 million or more. Most of our clients are institutions of higher education, state and county municipalities, and county community service boards. A sample of our performance record of past and current clients includes the Virgin Islands Housing Authority, the City of Atlanta, Invest Atlanta, Fulton County, Atlanta Metropolitan State College, Dalton State College, Young Harris College, Douglas County Community Services Board, and others.

**Our team** comprises five leaders in the grant professional industry, with over 160 years of combined experience as grant writers and experienced consultants. Shavonn Richardson, GPC, MBA, leads our firm as Founder and CEO. Shavonn has over 20 years of experience delivering practical, real-world advice to nonprofit leaders across the county as a former nonprofit leader, grantmaker, and federal grants reviewer. Shavonn is one of only 17 grant professionals in the state of Georgia to earn the Grant Professional Certified (GPC) credential. Accredited by the National Commission for Certifying Agencies (NCCA) and administered by the Grant Professionals Certification Institute (GPCI), the GPC certification is based on rigorous standards and ongoing research to meet the real-world demands of grant professionals. GPC-credentialed grant professionals demonstrate excellence in the grants profession. She is also a Grant Professionals Association (GPA) Approved Trainer and serves on the Board of Directors of the GPA. Shavonn was recently voted in as the 2024 national President of GPA.

**Our resources** span multiple research databases to discover funding opportunities. We have access to the most advanced techniques and processes in the grants industry. Our curated and time-proven approach is unmatched. We are supported by administrative staff, including an administrative assistant to support our clients with all to manage invoicing and billing.



We also have two university-level evaluators who support our clients needing evaluation support. Our offices, located at 309 East Paces Ferry Road NE, STE 400, Atlanta, GA 30305, have conference rooms and employee offices as a physical space to meet and support our clients. We also have access to a large and broad network of other grant consulting agencies, industry leaders, and other subject matter experts like ourselves.

What differentiates Think and Ink Grant Consulting from other consultants? As our name, Think and Ink Grant Consulting, implies, that we are uniquely positioned to help the City of Oxford win grants by “thinking” through grant-seeking strategy before “inking” competitive proposals.

Additionally,

- 1.) **We properly assess and thoroughly understand the City of Oxford's needs.** We start with our Think and Ink Grants® Assessment to understand and develop a grant-seeking plan to respond to your needs.
- 2.) **We believe in quality over quantity when researching grants.** We can use our experience and grant research skills to increase the City of Oxford’s awareness of local, county, state, regional, and federal grants. We believe in working together to maximize the City of Oxford’s return on investment by pursuing the most well-aligned grant opportunities.
- 3.) **We have experience helping municipalities expand grant writing capacity.** Our firm has a winning track record of helping municipalities like the City of Atlanta, the City of Douglasville, Fulton County, the Virgin Islands Housing Authority, and others expand their grant writing capacity by acting as an extension of their team.
- 4.) **We are committed to high standards and attention to detail.** Over 95% of our business is from word of mouth. We are known for delivering high-quality, error-free, winning proposals.

## **CHIP Experience, including other DCA housing grant programs**

### **Experience #1**

**Project Name:** HUD Resident Opportunities and Self Sufficiency (ROSS) Grant Program

**Client:** Virgin Islands Housing Authority

**Location:** St. Thomas, Virgin Islands

**Year:** 2021-current

**Contract amount:** \$112,000

**Firm’s responsibility:** Federal grant research and writing

### **Experience #2**

**Project Name:** HUD Family Self-Sufficiency Program (FSS)

**Client:** Virgin Islands Housing Authority

**Location:** St. Thomas, Virgin Islands

**Year:** 2021-current



**Contract amount:** \$112,000

**Firm's responsibility:** Federal grant research and writing

**Experience #3**

**Project Name:** HUD Continuum of Care (CoC) Builds

**Client:** Virgin Islands Housing Authority

**Location:** St. Thomas, Virgin Islands

**Year:** 2021-current

**Contract amount:** \$112,000

**Firm's responsibility:** Federal grant research and writing

**Experience #4**

**Project Name:** HUD Capital Fund High Risk/Receivership/Substandard/Troubled Program

**Client:** Virgin Islands Housing Authority

**Location:** St. Thomas, Virgin Islands

**Year:** 2021-current

**Contract amount:** \$112,000

**Firm's responsibility:** Federal grant research and writing

**Experience #5**

**Project Name:** HUD/City of Roswell Community Development Block Grant-Coronavirus (HUD CDBG-CV)

**Client:** Homestretch

**Location:** Roswell, Georgia

**Year:** 2021

**Contract amount:** \$88,147

**Firm's responsibility:** Federal grant research and writing

**Experience #6**

**Project Name:** 2022 EDA's Build to Scale Program: Capital Challenge

**Client:** Black Innovation Alliance

**Location:** Atlanta, GA

**Contract amount:** \$82,250

**Year:** 2020-2022

**Firm's responsibility:** Federal grant research and writing

**Experience #7**

**Project Name:** 2023 EDA's SBA Growth Accelerator Fund

**Client:** Black Innovation Alliance

**Location:** Atlanta, GA

**Contract amount:** \$82,250

**Year:** 2020-2022

**Firm's responsibility:** Federal grant research and writing

**Experience #8**

**Project Name:** BJA FY 2021 Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program

**Client:** Douglas County Community Services Board

**Location:** Douglas County, Georgia



**Contract amount:** \$92,270

**Year:** 2021

**Firm's responsibility:** Federal grant research and writing

**Experience #9**

**Project:** DOE CCAMPIS (Child Care Access Means Parents in School)

**Client:** Atlanta Metropolitan State College

**Location:** Atlanta, Georgia

**Contract:** \$100,000

**Year:** 2021-current

**General Scope of Proposal:** Federal grant research and writing

**Experience #10**

**Project:** BJA FY24 Second Chance Act Improving Reentry Education and Employment Outcomes

**Client:** Fulton County

**Location:** Fulton County, Georgia

**Contract amount:** \$20,000

**General Scope of Proposal:** Federal grant research and writing

## **Capacity to complete scope of work**

Think and Ink Grant Consulting® proposes to provide the following scope of work:

**Federal Grant Writing:** We provide federal grant proposal writing and development associated with completing grant applications, including all required attachments, on behalf of the City of Oxford, our client. We shall provide the City of Oxford with a copy of each grant application package submitted for funding.

As a team of former grant reviewers for both federal agencies and foundations, our experience informs our approach to grant writing - we know what reviewers need to see in a proposal to win. As leaders in our industry, we are intimately aware of what foundations, federal agencies, and private funders are looking for. We tirelessly work to identify the needs of and help identify solutions to help the City of Oxford increase funding. We apply what we know makes a strong proposal:

- Demonstrating why you should lead this work
- Clearly and succinctly communicating the importance of your project
- Using qualitative and quantitative data to demonstrate the need
- Use SMART outcomes to communicate impact
- Structuring the proposal to help the reviewer find information and assign points
- Effectively discussing sustainability and how you will achieve future success

After composing each proposal, we execute our internal quality control processes. Our process starts with a detailed system scan of any potential grammar, misspelling, or spacing errors. We have a non-project member conduct an internal mock review to provide an outside view of the project. They score the proposal based on the rubric with feedback and comments. Once this process is complete, we will make any necessary updates before sharing the final draft. All grant proposals will be submitted to the City of Oxford for approval. We share final copies of all documents with the City of Oxford by transferring all files to the contact on record. We store our work in the client's drive, which is commonly Google Drive, Microsoft Teams, or any other system that works best for the City of Oxford.

**Meetings and Communications-** Meet at least once per month but no more than five times per month as needed to complete the project's scope. Respond and actively engage in timely and responsive email and telephone communications. Monthly reports are provided to keep you, as our client, updated on the project status. Recurring monthly meetings are scheduled to review and discuss the report.

**Project Management:** We meet to review the project management report, update you on the status of pending grant opportunities, and gather any additional information that is needed. Keeping our clients engaged as much or as little as their capacity allows helps our firm maintain our excellent record of client satisfaction.

**Grant Administration:** Think and Ink Grant Consulting has the skills, and capacity, and is qualified to provide grant planning and administration-related services to provide grant administration and related services including, but not limited to:

- Preparation of the grant application;
- Preparation of the Environmental Review Record;
- Preparation of draw/disbursement requests;
- Assistance with financial administration of grant funds and record keeping;





- Assistance with holding public hearings;
- Assistance with any required acquisition following the Uniform Relocation Assistance and Real Property Acquisition Act (URA);
- Assisting the engineer/architect with the preparation of bid documents, advertising, and conducting the bid opening;
- Assisting the city with Davis-Bacon and related labor requirements, including weekly payroll review and employee interviews;
- Assisting the city with meeting Affirmatively Furthering Fair Housing (AFFH) requirements;
- Preparation of close-out documents.

Think and Ink Grants performs its due diligence and examines all forms of grant administration before the grant is written. We explain and confirm all grant administration requirements upfront. This approach is important because the City of Oxford needs to be aware of and confirm the ability to execute all commitments made to the funder before investing time and resources into grant opportunities that are not aligned with your needs. We provide this guidance in our Think and Ink Grants® Strategy Confirmation Form. Once the grant is awarded, our firm will track and confirm adherence to grant administration commitments, financial administration of grant funds and record-keeping, across funders. Think and Ink Grants has templates of checklists and similar documents required to coordinate with the City of Oxford's CFO/accounting staff to process payments, and reimbursements, and facilitate change orders or budget modifications. We have the internal processes in place and the organizational skills to effectively coordinate with the City of Oxford.

We will work with the City of Oxford to complete and confirm adherence to funder reporting requirements. We support creating a post-award grant administration process, completing funder-required programming and finance reports, and close outs. We ensure you have the right metrics of success in place to collect and report program data to ensure your grant reports are accurate and submitted on time.

Think and Ink Grant Consulting has the skills and capacity and is qualified to provide grant planning and administration-related services to provide grant administration and related services including, but not limited to:

- Preparation of the grant application;
- Preparation of the Environmental Review Record;
- Preparation of draw/disbursement requests;
- Assistance with financial administration of grant funds and record keeping;
- Assistance with holding public hearings;
- Assistance with funding agency monitoring visits;
- Assistance with any required acquisition following the Uniform Relocation Assistance and Real Property Acquisition Act (URA);
- Assisting the engineer with the preparation of bid documents, advertising and conducting the bid opening;
- Assisting the city with Davis-Bacon and related labor requirements including weekly payroll review and employee interviews;
- Assisting the city with meeting Affirmatively Furthering Fair Housing (AFFH) requirements; and



- Preparation of close-out documents

### **Shavonn Richardson, MBA, GPC, Founder and CEO**

Shavonn Richardson, MBA, GPC, is the Founder of Think and Ink Grants®. She has 20 years of experience as a grant writer, nonprofit leader, and federal grants reviewer. She has served as a nonprofit leader and co-founded the 501(c)(3) nonprofit organization Blue Flowers Org in 2014. Shavonn also worked as a Corporate Social Responsibility Program Manager for the Bank of America Foundation, where she helped distribute \$1.3 million in grants and sponsorships to Atlanta nonprofits each year. Now she gets grants for her clients at Think and Ink Grant Consulting®.

Shavonn is one of less than 17 grant professionals in the state of Georgia to earn the GPC (Grant Professional Certified) credential. Accredited by the National Commission for Certifying Agencies (NCCA) and administered by the Grant Professionals Certification Institute (GPCI), the GPC certification is based on rigorous standards and ongoing research to meet the real-world demands of grant professionals. GPC-credentialed grant professionals demonstrate excellence in the grants profession. Shavonn is also a Grant Professionals Association (GPA) Approved Trainer, a Forbes-published author, and regularly speaks, trains, and frequently offers grant writing workshops. In 2017, she was recognized as an Association of Fundraising Professionals (AFP) Diversity Fellow. In 2023, Shavonn was recognized by the Atlanta Business League as a “Businesswoman to Watch.”

Shavonn’s volunteer work includes serving on the Board of Directors for the Grant Professionals Association (GPA) - she is the incoming 2024 national GPA president. She is also a Sustainer member of the Junior League of Atlanta. Shavonn earned a BBA from Howard University in Washington, DC, and an MBA from Emory University in Atlanta, GA. Shavonn enjoys spending her spare time with her husband, two children, and dog, Lynx.

### **Amanda Sorensen, M.A., Associate Grant Writer and Non-Profit Consultant**

Amanda Sorensen, M.A. is a grant professional with a background in higher education grant work. Before working in the grants space, Amanda served in human resources and other administrative roles at John Brown University. She also previously worked for the University of Arkansas, Fayetteville.

Amanda is originally from the Midwest, but currently lives in Arkansas where she completed her Bachelor of Arts in History from John Brown University. The following year, she completed her Master of Arts in Social Sciences from the University of Chicago.

Amanda is passionate about providing excellent customer service and helping others feel welcome and included in the grant process. She is also passionate about donor and foundation stewardship, finding creative and meaningful ways to cultivate relationships. In her spare time, Amanda enjoys showing dogs and reading historical fiction. Her role is associate grant writer and consultant.

### **Emily Luz, Associate Grant Writer, and Non-Profit Consultant**

Emily Luz is a seasoned grant writer and fundraiser with over 12 years of experience who enjoys



working with non-profits and for-profits to achieve their fundraising and development needs. She has experience helping rebrand small businesses and working with larger non-profits to secure grants. She was on the fundraising committee of a local Rotary Chapter that raised over \$25,000 in its first gala event. I enjoy finding funding solutions and building foundational documentation. Career highlights include:

- Securing a \$268,000 CDBG for a minority-owned, woman-owned nonprofit.
- Helping a small Mental/Behavioral Health Clinic receive their CCBHC.
- Creating Business Plans, Strategic Plans, Staffing Plans, and a FEMA Continuity of Operations Plan/Devolution Annex.
- Writing Unsolicited Government Funding Proposals for various industry leaders equaling nearly \$ 2 billion.

Her role is associate grant writer and consultant.

## **Current Workload**

Think and Ink Grants® annually has the capacity to support 25 clients through annual contracts on a project basis. We have a current workload of 15 clients and have the capacity to support 10 additional clients through the end of 2025. We cap our annual client load at 25 clients to maintain quality and a high level of attention to each client.

We are a highly structured organization and project manage our projects. We schedule activities and due dates in collaboration with our clients to help manage our internal capacity and operate within each client's availability. In the event our workload exceeds the capacity of our staff, we historically have engaged subcontractors on a short-term basis.

## **Scope and Level of Service Proposed**

Think and Ink Grant Consulting® proposes to provide the following services:

**Grant Writing** – Provide federal grant proposal writing and development associated with completing grant applications, including all required attachments, on behalf of the City of Oxford as our client. A copy of each grant application package submitted for funding shall be provided to the City of Oxford

- **Meetings and Communications-** Meet with applicable partners at **least** once per month but no more than five times per month as needed to complete the project's scope. Respond and actively engage in timely and responsive email and telephone communications. Monthly reports are provided to keep you, as our client, updated on the project status. Recurring monthly meetings are scheduled to review and discuss the report.

Our **Grant Administration** services include **Project Management and Grant Reporting**

**Grant Administration-** Think and Ink Grant Consulting has the skills, and capacity, and is qualified to provide grant planning and administration-related services to provide grant

administration and related services including, but not limited to:

- Preparation of the Environmental Review Record; Preparation of draw/disbursement requests
  - Assistance with financial administration of grant funds and record keeping; Assistance with public hearings, if applicable
  - Assistance with Homeowner and/or Homebuyer Selection Criteria; Assistance with Contractor Procurement
  - Preparation of Project Pre-Set Up and Set-Up Documents
  - Assistance with Affirmatively Furthering Fair Housing (AFFH) Requirements
  - Preparation of close-out documents
- 
- **Project Management:** We meet to review the project management report, update you on the status of pending grant opportunities, and gather any additional information that is needed. Keeping our clients engaged as much or as little as their capacity allows helps our firm maintain our excellent record of client satisfaction.

Our enclosed example project management report demonstrates the timeline and activities supporting our approach. This report provides an overview of all elements to manage the scope of work, keep the project on track, and, most importantly, on time. This report is generated through our project management system and captures all activity and time spent on each activity to date. It is available and discussed during meetings to keep you updated on the project status, estimated and actual time spent on the project, and upcoming and completed activities.

- **Grant Reporting:** We will work with the City of Oxford to complete and confirm adherence to funder reporting requirements. Our firm acts as an extension of your team and is lower-cost than hiring a grant manager. We support creating a post-award grant administration process and completing grant reports as needed. We ensure you have the right systems in place to collect and report program data to ensure your grant reports are accurate and submitted on time.

*Please see an example of our project management reports on the next page*

# Tasks Report

## City of Oxford- SAMPLE Grant Management Report — Think and Ink Grants

Project Start Date: 01/01/2025 End Date: 12/31/2025

Generated: 21 Oct 2024 13:33

### Onboarding

#### Active Tasks

	Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
	Please upload list of previous grants won <div><div></div>Federal Grant</div>	01/01/2025	01/13/2025	Anyone	Shavonn Richardson	Low	0%	Upcoming (Not started)
	Please upload your bylaws and article of incorporation <div><div></div>Federal Grant</div>	01/01/2025	01/13/2025	Anyone	Shavonn Richardson	Low	0%	Upcoming (Not started)
	Please upload written documentation of current financial management and procedures <div><div></div>Federal Grant</div>	01/01/2025	01/13/2025	Anyone	Shavonn Richardson	Low	0%	Upcoming (Not started)
	Please upload your excel-based program budget <div><div></div>Federal Grant</div>	01/01/2025	01/13/2025	Anyone	Shavonn Richardson	Low	0%	Upcoming (Not started)
	Please upload your strategic plan <div><div></div>Federal Grant</div>	01/01/2025	01/13/2025	Anyone	Shavonn Richardson	Low	0%	Upcoming (Not started)
	Please upload an excel-based operating budget <div><div></div>Federal Grant</div>	01/01/2025	01/13/2025	Anyone	Shavonn Richardson	Low	0%	Upcoming (Not started)
	Please upload 3-years of financial statements <div><div></div>Federal Grant</div>	01/01/2025	01/13/2025	Anyone	Shavonn Richardson	Low	0%	Upcoming (Not started)
	Please upload your most recent annual report <div><div></div>Federal Grant</div>	01/01/2025	01/13/2025	Anyone	Shavonn Richardson	Low	0%	Upcoming (Not started)
	Please upload your most recent financial audit <div><div></div>Federal Grant</div>	01/01/2025	01/13/2025	Anyone	Shavonn Richardson	Low	0%	Upcoming (Not started)
	Please upload your list of Board of Directors <div><div></div>Federal Grant</div>	01/01/2025	01/13/2025	Anyone	Shavonn Richardson	Low	0%	Upcoming (Not started)

	Please upload any written descriptions of your programs  Federal Grant	01/01/2025	01/13/2025	Anyone	Shavonn Richardson	Low	0%	Upcoming (Not started)
	OPTIONAL: Please upload logic model (kindly forward if available) 	01/01/2025	01/13/2025	Anyone	Shavonn Richardson	Low	0%	Upcoming (Not started)
	OPTIONAL: Please upload past evaluations and/or evaluation plans (kindly forward if available) 	01/01/2025	01/13/2025	Anyone	Shavonn Richardson	Low	0%	Upcoming (Not started)
	OPTIONAL: Theory of Change documents (kindly forward if available) 	01/01/2025	01/13/2025	Anyone	Shavonn Richardson	Low	0%	Upcoming (Not started)
	Confirm registration in grants.gov. If not, send registration instructions 	01/01/2025	01/13/2025	Anyone	Shavonn Richardson	Low	0%	Upcoming (Not started)
	Please upload your organizational chart 	01/01/2025	01/13/2025	Anyone	Shavonn Richardson	Low	0%	Upcoming (Not started)
	Verify Document Content and Accuracy  <b>Instructions</b> <ul style="list-style-type: none"> <li>• All onboarding files can be found in the client folder / Onboarding documents subfolder</li> <li>• Verify all submitted content</li> <li>• Ensure files are complete (no empty or corrupted files)</li> <li>• Verify files are submitted by the correct file type (i.e. Excel-based operating budget should be an Excel document versus a PDF)</li> <li>• Once verification is complete, update progress notes and description with the proper source links and complete the task.</li> </ul> Onboarding Milestone complete	01/01/2025	01/13/2025	Anyone	Shavonn Richardson	Low	0%	Upcoming (Not started)
	Onboarding Complete 	01/01/2025	01/13/2025	Anyone	Shavonn Richardson	Low	0%	Upcoming (Not started)

Meetings

Active Tasks

	Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
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	Host kick-off meeting	01/01/2025	01/24/2025	Shavonn Richardson	Shavonn Richardson	High	0%	Upcoming (Not started)
	Host check-in meetings	01/01/2025	12/31/2025	Shavonn Richardson	Shavonn Richardson	High	0%	Upcoming (Not started)

## Grant Research

### Active Tasks

	Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
	Conduct Current Funder Analysis <span>In Progress</span>	01/01/2025	01/17/2025	Shavonn Richardson	Shavonn Richardson	High	80%	Upcoming (Started)
	<div><div>• Schedule Current Funder Analysis Meeting</div><div><div></div>Other Grant</div></div>	01/01/2025	01/06/2025	Shavonn Richardson	Shavonn Richardson	High	0%	Upcoming (Not started)
	<div><div>• Email Current Funder Analysis Agenda</div><div><div></div>Other Grant</div></div>	01/01/2025	01/22/2025	Shavonn Richardson	Shavonn Richardson	High	0%	Upcoming (Not started)
	<div><div>• Host Current Funder Analysis Meeting</div><div><div></div>Other Grant</div></div>	01/01/2025	01/24/2025	Shavonn Richardson	Shavonn Richardson	High	0%	Upcoming (Not started)
	<div><div>• Send Current Funder Analysis Recap Email</div><div><div></div>Other Grant</div></div>	01/01/2025	01/27/2025	Shavonn Richardson	Shavonn Richardson	High	0%	Upcoming (Not started)
	Complete Initial 2024-2025 FY Grant Application Calendar <span>In Progress</span>	01/01/2025	01/24/2025	Shavonn Richardson	Shavonn Richardson	High	80%	Upcoming (Started)
	<div>Update 2024-2025 FY Grant Application Calendar</div> <div><div>Planned</div></div> <div>Monthly recurring task</div>	01/01/2025	02/24/2025	Shavonn Richardson	Shavonn Richardson	High	0%	Upcoming (Not started)
	<div>Send 2024-2025 FY Grant Application Calendar</div> <div><div>Planned</div></div>	01/01/2025	01/24/2025	Shavonn Richardson	Shavonn Richardson	High	0%	Upcoming (Not started)

## Grant Writing

### Active Tasks

	Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
	<div>EXAMPLE GRANT #1 <span>In Progress</span></div> <div><div></div>Foundation Grant</div>	03/03/2025	05/01/2025	Shavonn Richardson	Shavonn Richardson	High	50%	Upcoming (Started)

	<div><div>• Conduct Grant Overview Meeting</div><div>Delivered</div></div> <div><div>● Foundation Grant</div></div>	03/05/2025	03/05/2025	Shavonn Richardson	Shavonn Richardson	High	70%	Upcoming (Started)
	<div><div>• Deadline to receive all attachments</div><div>Delivered</div></div> <div><div>● Foundation Grant</div></div>	03/05/2025	03/06/2025	Shavonn Richardson	Shavonn Richardson	High	80%	Upcoming (Started)
	<div><div>• Provide first draft for client feedback</div><div>Delivered</div></div> <div><div>● Foundation Grant</div></div>	03/05/2025	03/06/2025	Shavonn Richardson	Shavonn Richardson	High	60%	Upcoming (Started)
	<div><div>• Complete Internal Review</div><div>Waiting on client's final approval</div></div> <div><div>● Foundation Grant</div></div>	03/05/2025	03/13/2025	Shavonn Richardson	Shavonn Richardson	High	20%	Upcoming (Started)
	<div><div>• Send to client for submission</div><div>Ready for Final Delivery</div></div> <div><div>● Foundation Grant</div></div>	03/05/2025	03/19/2025	Shavonn Richardson	Shavonn Richardson	High	20%	Upcoming (Started)
	<div>EXAMPLE GRANT #2</div> <div><div>Delivered</div><div>Waiting to Hear From Funder</div></div> <div><div>● State Grant</div></div>	05/01/2025	06/30/2025	Shavonn Richardson	Shavonn Richardson	High	80%	Upcoming (Started)
	<div><div>• Conduct Grant Overview Meeting</div><div>Delivered</div></div> <div><div>● State Grant</div></div>	05/01/2025	06/30/2025	Shavonn Richardson	Shavonn Richardson	High	0%	Upcoming (Not started)
	<div><div>• Deadline to receive all attachments</div><div>Waiting on client's final approval</div></div> <div><div>● State Grant</div></div>	05/01/2025	06/17/2025	Shavonn Richardson	Shavonn Richardson	High	0%	Upcoming (Not started)
	<div><div>• Provide first draft for client feedback</div><div>Waiting on Client</div></div> <div><div>● State Grant</div></div>	05/01/2025	06/17/2025	Shavonn Richardson	Shavonn Richardson	High	0%	Upcoming (Not started)
	<div><div>• Complete Internal Review</div><div>Internal Review</div></div> <div><div>● State Grant</div></div>	05/01/2025	06/24/2025	Shavonn Richardson	Shavonn Richardson	High	0%	Upcoming (Not started)
	<div><div>• Send to client for submission</div><div>Waiting on Client</div></div> <div><div>● State Grant</div></div>	05/01/2025	06/30/2025	Shavonn Richardson	Shavonn Richardson	High	0%	Upcoming (Not started)
	<div>EXAMPLE GRANT #3</div> <div><div>Cultivating</div></div> <div><div>● Federal Grant</div></div>	03/04/2025	05/02/2025	Shavonn Richardson	Shavonn Richardson	High	10%	Upcoming (Started)
	<div><div>• Conduct Grant Overview Meeting</div><div>Cultivating</div></div> <div><div>● Federal Grant</div></div>	03/04/2025	05/02/2025	Shavonn Richardson	Shavonn Richardson	High	0%	Upcoming (Not started)
	<div><div>• Deadline to receive all attachments</div><div>Cultivating</div></div> <div><div>● Federal Grant</div></div>	03/04/2025	04/19/2025	Shavonn Richardson	Shavonn Richardson	High	0%	Upcoming (Not started)
	<div><div>• Provide first draft for client feedback</div><div>Cultivating</div></div> <div><div>● Federal Grant</div></div>	03/04/2025	04/19/2025	Shavonn Richardson	Shavonn Richardson	High	0%	Upcoming (Not started)
	<div><div>• Complete Internal Review</div><div>Cultivating</div></div> <div><div>● Federal Grant</div></div>	03/04/2025	04/26/2025	Shavonn Richardson	Shavonn Richardson	High	0%	Upcoming (Not started)



	<div><div>• Send to client for submission</div><div>Cultivating</div></div>	03/04/2025	05/02/2025	Shavonn Richardson	Shavonn Richardson	High	0%	Upcoming (Not started)
	<div><div>Federal Grant</div></div>							

## Completed Tasks

	Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
	EXAMPLE GRANT #4 <div><div>Won</div><div>Federal Grant</div></div>	01/06/2025	02/08/2025	Shavonn Richardson	Shavonn Richardson	High	100%	Completed 09/27/2024 by Shavonn Richardson
	<div><div>• Conduct Grant Overview Meeting</div><div>Federal Grant</div></div>	01/06/2025	02/08/2025	Shavonn Richardson	Shavonn Richardson	High	100%	Completed 09/27/2024 by Shavonn Richardson
	<div><div>• Deadline to receive all attachments</div><div>Federal Grant</div></div>	01/06/2025	01/26/2025	Shavonn Richardson	Shavonn Richardson	High	100%	Completed 09/27/2024 by Shavonn Richardson
	<div><div>• Provide first draft for client feedback</div><div>Federal Grant</div></div>	01/06/2025	01/26/2025	Shavonn Richardson	Shavonn Richardson	High	100%	Completed 09/27/2024 by Shavonn Richardson
	<div><div>• Complete Internal Review</div><div>Federal Grant</div></div>	01/06/2025	02/02/2025	Shavonn Richardson	Shavonn Richardson	High	100%	Completed 09/27/2024 by Shavonn Richardson
	<div><div>• Send to client for submission</div><div>Federal Grant</div></div>	01/06/2025	02/08/2025	Shavonn Richardson	Shavonn Richardson	High	100%	Completed 09/27/2024 by Shavonn Richardson

## Grant Administration

## Active Tasks

	Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
	Grant Reporting	01/01/2025	04/01/2025	Shavonn Richardson	Shavonn Richardson	Medium	0%	Upcoming (Not started)
	<div><div>• Grant Report</div><div>1</div></div>	01/01/2025	04/01/2025	Shavonn Richardson	Shavonn Richardson	Medium	0%	Upcoming (Not started)
	<div><div>• Grant Report</div><div>2</div></div>	01/01/2025	04/01/2025	Shavonn Richardson	Shavonn Richardson	Medium	0%	Upcoming (Not started)
	<div><div>• Grant Report</div><div>3</div></div>	01/01/2025	04/01/2025	Shavonn Richardson	Shavonn Richardson	Medium	0%	Upcoming (Not started)
	Project Management	01/01/2025	05/02/2025	Shavonn Richardson	Shavonn Richardson	Medium	0%	Upcoming (Not started)
	<div><div>• Grant Closeout</div><div>1</div></div>	01/01/2025	05/02/2025	Shavonn Richardson	Shavonn Richardson	Medium	0%	Upcoming (Not started)
	<div><div>• Grant Closeout</div><div>2</div></div>	01/01/2025	05/02/2025	Shavonn Richardson	Shavonn Richardson	Medium	0%	Upcoming (Not started)

	• Grant Closeout <span>3</span>	01/01/2025	05/02/2025	Shavonn Richardson	Shavonn Richardson	Medium	0%	Upcoming (Not started)
	Evaluation Coordination	01/01/2025		Anyone	Shavonn Richardson	Medium	0%	(Not started)
	• Disbursement Requests <span>1</span>	01/01/2025	05/01/2025	Anyone	Shavonn Richardson	Medium	0%	Upcoming (Not started)
	• Disbursement Requests <span>2</span>	01/01/2025	12/12/2025	Anyone	Shavonn Richardson	Medium	0%	Upcoming (Not started)
	• Disbursement Requests <span>3</span>	01/01/2025	01/01/2025	Anyone	Shavonn Richardson	Medium	0%	Upcoming (Not started)



## Experience with Similar Projects

Additional federal grants won:

### Federal Grant Won #1

**Grant:** SAMSHA Certified Community Behavioral Health Clinic (CCBHC)

**Grant award amount:** \$1,000,000 (10/2021)

**General Scope of Proposal:** We helped our client prepare a federal grant application to help transform community behavioral health systems and provide comprehensive, coordinated behavioral health care by establishing new CCBHC programs.

### Federal Grant Won #2

**Grant funding source:** SAMSHA (FY) 2021 Screening, Brief Intervention, and Referral to Treatment (SBIRT)

**Grant award amount:** \$462,500 (11/2021)

**General Scope of Proposal:** We helped our client implement screening, brief intervention, and referral to treatment services for children, adolescents, and adults in primary care. organizations that build thriving startup ecosystems to ensure the next generation of science and technology-based innovations develop into thriving businesses.

### Federal Grant Won #3

**Grant funding source:** SAMSHA (FY) 2023 Project Worth

**Grant award amount:** \$ 539,080 (09/2023)

**General Scope of Proposal:** We helped our client provide comprehensive, culturally responsive, and linguistically appropriate case management and victim assistance to domestic individuals who have experienced human trafficking.

### Federal Grant Won #4

**Grant:** BJA FY 2021 Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program

**Grant award amount:** \$1.2 million (12/2021)

**General Scope of Proposal:** We helped our client partner with the Douglas County Sheriff's Department and secured \$1.2 million. The project offers mental health services to justice-involved individuals at the precinct at the time of arrest.

### Federal Grant Won #5



**Grant:** SAMSHA Certified Community Behavioral Health Clinic (CCBHC)

**Grant award amount:** \$1,000,000 (10/2021)

**General Scope of Proposal:** We helped our client prepare a federal grant application to help transform community behavioral health systems and provide comprehensive, coordinated behavioral health care by establishing new CCBHC programs.

#### **Federal Grant Won #6**

**Grant funding source:** SAMSHA (FY) 2021 Screening, Brief Intervention, and Referral to Treatment (SBIRT)

**Grant award amount:** \$462,500 (11/2021)

**General Scope of Proposal:** We helped our client implement screening, brief intervention, and referral to treatment services for children, adolescents, and adults in primary care.

#### **Federal Grant Won #7**

**Grant funding source:** SAMSHA (FY) 2023 Project Worth

**Grant award amount:** \$ 539,080 (09/2023)

**General Scope of Proposal:** We helped our client provide comprehensive, culturally responsive, and linguistically appropriate case management and victim assistance to domestic individuals who have experienced human trafficking.

#### **List of References**

Reference #1: Emmanuella Perez-Cassius, Director Resident Wellness and Empowerment, Virgin Islands Housing Authority, [epcassius@vihousing.org](mailto:epcassius@vihousing.org), St. Croix, U. S. Virgin Islands 00850-9719; 9900 Oswald Harris Court St. Thomas, VI 00802-3100, Office:(340) 713-2369

Reference#2: City of Atlanta - Mayor's Office of Cultural Affairs, Emily Fisher, [EAFisher@atlantaga.gov](mailto:EAFisher@atlantaga.gov) 404-546-6849, 160 Trinity Avenue SW, Atlanta, GA 30303

Reference #3: Reference: Atlanta Metropolitan College; Dr. James McGee, [jmcgee@atlm.edu](mailto:jmcgee@atlm.edu), 404-756-444, 1630 Metropolitan Pkwy SW, Atlanta, GA 30310



**Fees associated with grant writing and administration**

Our fees are not to exceed \$45,000 per year:

Deliverable	Price
1. Grant Research/Consulting	\$5,750
2. Grant Writing with Grant Management and Administration	
Federal Grant (Maximum of 4), State/Local Grant (Maximum of 3), or Foundation and Other Grants (Maximum of 1 per year) and Unlimited Meetings	\$38,468
TOTAL	\$44,218

October 22, 2024

The Honorable David S Eady  
Mayor, City of Oxford  
110 West Clark Street  
Oxford, Georgia 30054

Re: Pending 2024 Community Development Block Grant  
Sole Source Approval – Carter & Sloope

Dear Mayor Eady:

Our Department is approving the City's request for Engineering "sole source" services regarding the aforementioned potential CDBG project. CDBG payments for professional services are subject to the "competitive negotiation" requirements of 24 CFR 570.489(g). After using the competitive negotiation procurement process, including directly soliciting more than ten (10) Engineering Firms, competition has been determined to be inadequate. As such, our approval was based on the City's evidenced compliance with the following requirements:

- Advertised the opportunities for the required 30 days;
- Solicited proposals from at least seven (10) known firms;
- Received only one response;
- Provided established reasons for contractual recommendations; and,
- Obtained an opinion from the City's Attorney stating the procurement methodology met applicable laws.

Per the *CDBG Recipients Manual*, compliance with the Build America, Buy America Act (BABA) must be spelled out in agreements for services, construction contracts, and procurement contracts. In the future, please ensure a statement similar to the following is included in all advertisements resulting in a contract; "This project is subject to the Build America, Buy America Act, enacted as part of the Infrastructure Investment and Jobs Act. The domestic content procurement preference requires that all iron, steel, manufactured products, and construction materials used in covered infrastructure projects are produced in the United States (Buy America Preference)".

Should the City have questions regarding this matter, please feel free to contact Brittney Hickom, Compliance Officer, at either [Brittney.Hickom@dca.ga.gov](mailto:Brittney.Hickom@dca.ga.gov) or (470) 698-8166.

Sincerely,

  
Kathleen Vaughn (Oct 22, 2024 09:13 EDT)

Kathleen Vaughn, Director  
Office of Community Development

KV/bh

cc: Marcia Brooks, City Clerk  
Jody Graichen, NEGRC



**City of Oxford**  
**Invoices >=\$1,000**  
**Paid October, 2024**

VENDOR	DESCRIPTION	AMOUNT
<b>RECURRING CHARGES</b>		
City of Oxford	August – September Services	4,652.32
City of Covington	Sewer Treatment Services, July-September 2024	11,010.00
Newton County Water & Sewerage Authority	Sewer Treatment Fees and Plant Maintenance, 8/29/2024-9/27/2024	8,933.68
Newton County Board of Commissioners	Water Purchased for Resale – September 2024; Invoice #3286	22,101.00
Georgia Municipal Association	GMEBS Retirement - October 2024; Invoice #478308	1,894.91
Municipal Electric Authority of Georgia (MEAG)	Monthly Electric Purchases for September 2024	126,306.79
Electric Cities of Georgia	Consulting and planning services for September 2024	6,956.00
U.S. Department of Energy	SEPA Energy Cost - September 2024 – Invoice # B-24-3067	3,199.09
U.S. Dept. of Treasury	Federal Payroll Taxes, October 2024	21,456.72
Georgia Dept. of Revenue	State Payroll Taxes, October 2024	3,469.86
Courtware Solutions	Licensing, support and maintenance for Municipal Court case management – September 2024	1,200.00
Latham Home Sanitation	Residential and Commercial Waste Removal Services September, 2024	10,272.50
Kellermeyer Bergensons	October, 2024 janitorial services, City Hall and Asbury Street Park; Inv. #5041423	1,110.31
VC3	Contracted IT Support Services <ul style="list-style-type: none"> <li>September 2024; Invoice #170003 – 3,817.39</li> <li>October 2024; Invoice #173755 – 3,907.03</li> </ul>	7,724.42
BS&A Software	Absorbed fees for online utility payments – September 2024 – Invoice #156469	2,708.79
Bureau Veritas	<ul style="list-style-type: none"> <li>Code Enforcement Services September 2024 – 650.00; Invoice #24045567</li> <li>Permit Fees August 2024 – 75.00; Invoice #24041409</li> <li>Permit Fees September 2024 – 1,070.00; Invoice #24045568</li> </ul>	1,795.06
Axon Enterprises, Inc.	Annual payment for body camera licenses and cloud storage; Invoice #289205	1,391.98
Flock Safety	Year 2 payment for three Flock cameras; Invoice #49679	9,000.00
Cintas	Uniform services for Public Works – September 2024	1,663.58
Beryl Budd	Arborist Services – July-August 2024; Invoice #57	2,250.00
Live Voice	Answering Service – September 2024 – Invoice #34-203-091	1,176.67
Utility Service Co., Inc.	Quarterly Water Tank Maintenance – Invoice #612040	3,903.28
<b>PURCHASES/CONTRACT LABOR</b>		
C. David Strickland, P.C.	Legal services, September 2024	2,785.00
McNair McLemore Middlebrooks & Co.	FY 2024 annual audit support and federal tax notices; Invoice #132606	3,835.00
Greer, Stansfield and Turner, LLP	Legal services for DDA – Aug.-Sept. 2024; Invoice #1136	1,170.00
Carter & Sloope	<ul style="list-style-type: none"> <li>Engineering services for 2021 CDBG grant through August 31, 2024; Invoice #29009 – 3,178.20</li> <li>Engineering services for Moore St. Tract through August 31, 2024; Invoice #29008 – 1,301.25</li> </ul>	4,479.45
AtkinsRealis	Oxford Pavement Resurfacing –Aug. 24-Sept. 24, 2024 - Invoice #2028139	3,250.15



VENDOR	DESCRIPTION	AMOUNT
<b>Oxford College of Emory University</b>	Payment 2 of 2 for billing error (payment 1 paid in FY 2024)	65,717.20
<b>High Voltage Utilities LLC</b>	Replace services behind 502 Haygood St.; P.O. 15886	2,662.00
<b>Big &amp; Heavy Equipment Service</b>	Repairs to bucket truck (Ford F650); Invoice #7082	1,967.00
<b>Dell Technologies</b>	Laptop computer for Police Department new position; Invoice #10773588277	1,099.99
<b>HCS Services</b>	<ul style="list-style-type: none"> <li>Installation of sewer lines and removal of septic tank – 1008 Emory Street – 11,450.00</li> <li>Relocate water service on Hull St. and repair sewer main on Williams Rd. – 2,500.00</li> </ul>	13,950.00
<b>Stananco Tire and Power Equipment</b>	Lawn mower repairs; Invoice #547508	1,132.19
<b>Environmental Systems Research Institute, Inc.</b>	ArcGIS user and mobile annual subscription; Invoice #94806518	1,100.00
<b>Pi-Jon, Inc.</b>	Purchase of fuel for Public Works and Police vehicles; Invoice #24307; 1,210 gallons gasoline @2.979/gallon and 570 gallons diesel @3.229/gallon– 8/13/2024	5,469.23
<b>Gresco Utility Supply, Inc.</b>	Electric supplies: <ul style="list-style-type: none"> <li>P. O. 15689 – 1,845.00</li> <li>P. O. 15789 – 79.80</li> </ul>	1,924.80
<b>K&amp; D Shoes</b>	Annual Purchase of Work Boots for Public Works Team	1,496.92
<b>Shawn Cox</b>	Refund of Cash Bond for Traffic Case #24-00519 – charges dismissed by Judge Hathorn	1,215.00